



## Check-List












This checklist (in blue table) summarises the documentation to be provided for each mandatory criterion. The documentation described below has to be submitted to the Competent Body.












Applicant's Checklist for mandatory criteria		Mark when done	
Please, be sure that you are submitting the following file to the Competent Body:		Included	
Verification form.		<input type="checkbox"/>	
Annual data registration form (to be submitted yearly).		<input type="checkbox"/>	
<b>Criterion M1 – Use of cleaning products with low environmental impact</b>			
Documents to be submitted to the Competent Body:		Included	Does not apply
Documentation (including relevant invoices or site inventories) indicating the cleaning products used.		<input type="checkbox"/>	<input type="checkbox"/>
<b>M1 (a) EU Ecolabel and other ISO type I label products</b>			
Documents to be submitted to the Competent Body:		Included	Does not apply
<u>If EU Ecolabel products are used:</u>			
Copy of the EU Ecolabel certificate in accordance with Commission Decision (EU) 2017/1217,		<input type="checkbox"/>	<input type="checkbox"/>
<b>and/or</b>			
Packaging label showing that it was awarded in accordance with Decision (EU) 2017/1217.		<input type="checkbox"/>	<input type="checkbox"/>
<u>If other EN ISO 14024 type I ecolabel products are used:</u>			
Copy of the type I ecolabel certificate,		<input type="checkbox"/>	<input type="checkbox"/>
<b>and/or</b>			
Packaging label.		<input type="checkbox"/>	<input type="checkbox"/>
<b>M1 (b) Hazardous Substances</b>			
Documents to be submitted to the Competent Body:		Included	Does not apply
<u>For all products that have not been awarded the EU Ecolabel for hard surface cleaning products (Commission Decision (EU) 2017/1217) or another ISO type I ecolabel:</u>			
Declarations from suppliers confirming that the listed substances have not been included in the product formulation regardless of concentration.		<input type="checkbox"/>	<input type="checkbox"/>



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<ul style="list-style-type: none"> <li> Declarations from suppliers confirming that the listed substances have not been included in the product formulation in amounts higher than those authorised in the criterion.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li> Safety data sheets.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criterion M2 – Cleaning product dosing</b>		
<b>Documents to be submitted to the Competent Body:</b>	Included	Does not apply
<ul style="list-style-type: none"> <li> List of the apparatus provided (annual data). <i>(Check if it is provided in the annual data registration form)</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li> Documentation showing the instructions on the correct dosage and dilution that is provided to the cleaning staff.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criterion M3 – Use of microfiber products</b>		
<b>Documents to be submitted to the Competent Body:</b>	Included	Does not apply
<ul style="list-style-type: none"> <li> Annual data (type and quantities of products). <i>(Check if it is provided in the annual data registration form)</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li> Documentation (including relevant invoices or site inventories) indicating the textile cleaning accessories used and specifying which textile cleaning accessories are made of microfiber.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criterion M4 – Staff training</b>		
<b>Documents to be submitted to the Competent Body:</b>	Included	Does not apply
<ul style="list-style-type: none"> <li> Annual details of the training programme (date and type – initial training or update), its content and information on which staff have followed the training. <i>(Check if it is provided in the annual data registration form)</i></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li> Copies of procedures and staff communication on all training-related issues.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li> Evidence that training updates have taken place (records on the date and type of the staff training).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Where training courses are provided as part of an external training scheme:</b>		
<ul style="list-style-type: none"> <li> Documentation showing participation (e.g. training certificate)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li> The content of the training, as proof of compliance as long as the topics listed in this criterion are covered.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If a company takes over staff, on a permanent or temporary basis, from another cleaning service provider and:</p> <p><u>In case that the staff have followed training in the previous year:</u></p> <ul style="list-style-type: none"> <li> Documentation showing participation in a training programme (e.g. training certificate) and the training topics covered.</li> </ul> <p><u>In case that the staff have not followed training in the previous year:</u></p> <ul style="list-style-type: none"> <li> Evidence on retraining, covering all the topics listed in the criterion.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criterion M5 – Basics of an environmental management system</b>		
<p><b>Documents to be submitted to the Competent Body:</b></p> <p><u>If applicant is registered under EMAS or is a part of an organisation registered with EMAS:</u></p> <ul style="list-style-type: none"> <li> EMAS Registration.</li> </ul> <p><u>If applicant is certified according to ISO 14001 or is a part of an organisation certified according to ISO 14001:</u></p> <ul style="list-style-type: none"> <li> ISO 14001 certificate.</li> <li> Report summarizing performances with regards to the targets defined in the action programme.</li> </ul> <p><u>If applicant is NOT registered under EMAS, or is NOT certified according to ISO 14001:</u></p> <ul style="list-style-type: none"> <li> Copy of the environmental policy.</li> <li> Copy of the action programme.</li> <li> Copy of the evaluation report (it shall include a list of any corrective actions to be undertaken, and it shall be made available to the competent body as soon as possible after the date of application for the EU Ecolabel).</li> <li> Procedures put in place for taking into account client comments and feedback.</li> </ul>	Included	Does not apply
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criterion M6 – Solid waste sorting at the applicant's premises</b>		
<p><b>Documents to be submitted to the Competent Body:</b></p> <ul style="list-style-type: none"> <li> Description of the different categories of solid waste collected and sorted at the applicant's premises.</li> <li> Indication of the different solid waste streams accepted for further treatment or disposal by the local authorities and/or by private agencies (under relevant contracts).</li> </ul>	Included	Does not apply
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



Criterion M7 – Information appearing on the EU Ecolabel		
Documents to be submitted to the Competent Body:	Included	Does not apply
Document explaining on which support the applicant intend to display the logo.	<input type="checkbox"/>	<input type="checkbox"/>







The following checklist (in green table) summarises the documentation to be provided for each optional criterion. The documentation described below has to be submitted to the Competent Body.

Applicant's Checklist for optional criteria		
	Mark when done	
To be awarded with optional criteria (at least 14 points are required), please be sure that you have completed the following before submitting to the Competent Body:	Included	Does not apply
Sheet " <i>Declarations- Optional Criteria</i> " of the Verification form.	<input type="checkbox"/>	<input type="checkbox"/>
Criterion O1 – High use of cleaning products with low environmental impact (up to 3 points)	Score:	
Documents to be submitted to the Competent Body:	Included	Does not apply
Annual data (commercial name and volume of products) and documentation (including relevant invoices or site inventories) indicating the cleaning products used in the EU Ecolabel indoor cleaning service contracts.  <i>(Check if it is provided in the annual data registration form)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Where EU Ecolabel products are used,</u>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the EU Ecolabel certificate  <b>and/or</b>	<input type="checkbox"/>	<input type="checkbox"/>
Packaging label showing that it was awarded in accordance with Commission Decision (EU) 2017/1217.	<input type="checkbox"/>	<input type="checkbox"/>
<u>Where other ISO type I label products are used,</u>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the other ISO type I label certificate  <b>and/or</b>	<input type="checkbox"/>	<input type="checkbox"/>
Packaging label.	<input type="checkbox"/>	<input type="checkbox"/>



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Criterion O2 – Use of concentrated undiluted cleaning products (up to 3 points)	Score:	
<p><b>Documents to be submitted to the Competent Body:</b></p> <p> Annual data (commercial name and volume of products) and documentation (including relevant invoices or site inventories) indicating the cleaning products used.</p> <p><i>(Check if it is provided in the annual data registration form)</i></p> <p><u>For each product</u></p> <p> Documentation on the dilution rate used (safety data sheets, user instructions or other relevant means).</p> <p><i>If a product can be used at multiple dilution rates, the most commonly used dilution rate, as justified by internal staff instructions, shall be provided. For ready-to-use products the dilution rate shall be marked as one.</i></p>	Included	Does not apply
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
Criterion O3 – High use of microfiber products (up to 3 points)	Score:	
<p><b>Documents to be submitted to the Competent Body:</b></p> <p> Annual data (type and quantities of products) and documentation (including relevant invoices or site inventories) indicating the textile cleaning accessories used and specifying which textile cleaning accessories are made of microfiber.</p> <p><i>(Check if it is provided in the annual data registration form)</i></p>	Included	Does not apply
	<input type="checkbox"/>	<input type="checkbox"/>
Criterion O4 – Use of cleaning accessories with low environmental impact (up to 4 points)	Score:	
<p><b>Documents to be submitted to the Competent Body:</b></p> <p> Annual data (type and quantities of products) and documentation (including relevant invoices or site inventories) indicating the cleaning supplies and accessories used in the EU Ecolabel indoor cleaning service contracts.</p> <p><i>(Check if it is provided in the annual data registration form)</i></p> <p><u>Where EU Ecolabel products are used,</u></p> <p> Copy of the EU Ecolabel for textile products certificate</p> <p><b>and/or</b></p> <p> Packaging label showing that it was awarded in accordance with Commission Decision 2014/350/EU.</p>	Included	Does not apply
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>





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Documents to be submitted to the Competent Body:	Included	Does not apply
<p><u>If the applicant is certified according to INSTA 800 and/or the ISO 14001 standard:</u></p> <ul style="list-style-type: none"> <li> ISO 9001 or INSTA 800 certificate.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>If the applicant is not certified according to INSTA 800, neither to ISO 14001 standard:</u></p> <ul style="list-style-type: none"> <li> Document identifying the manager responsible for the compliance with this criterion (an organisational chart may be used to describe the organisational structure of the applicant and identify the manager).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li> Company documents showing the procedures linked to cleaning quality.</li> </ul> <p><i>Note: In case these procedures are compliant with the requirements of EN 13549 (cleaning services, basic requirements and recommendations for quality measuring systems) and/or a regional standard for quality management (e.g. INSTA800: Cleaning quality - measuring system for assessment and rating of cleaning quality), the applicant may provide the certificate of compliance.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li> Written job instructions, signed by the applicant's management team covering the job tasks that form part of the service provision.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criterion O9 – Vehicle fleet owned or leased by the applicant (up to 5 points)</b>	<b>Score:</b>	
<b>O9 (a) Vehicles meeting European emission standard Euro 6 (1 point)</b>		
Documents to be submitted to the Competent Body:	Included	Does not apply
<ul style="list-style-type: none"> <li> Documentation showing which vehicles are used in the provision of the cleaning services, that they are owned or leased by the applicant, and indicating which vehicles meet the standard Euro 6.</li> </ul> <p><i>(Check if it is provided in the annual data registration form)</i></p> <p><i>The vehicles' public registration can be used as proof of compliance, along with the certificate of conformity.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>O9 (b) Zero emission vehicles (2 points)</b>		
Documents to be submitted to the Competent Body:	Included	Does not apply



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<p> Documentation showing which vehicles are used in the provision of the EU Ecolabel indoor cleaning services, that they are owned or leased by the applicant, and indicating which vehicles are zero-emission.</p> <p><i>(Check if it is provided in the annual data registration form)</i></p> <p><i>The vehicles' public registration can be used as proof of compliance, along with manufacturer documentation showing the NEDC test results.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>O9 (c) Company transport plan (2 points)</b>		
<p><b>Documents to be submitted to the Competent Body:</b></p> <p> Copy of the company transport plan, the latest target for fuel consumption reduction and the annual fuel consumption evolution based on number of cleaning sites.</p> <p> Copy of the maintenance plan for the vehicle fleet.</p> <p><i>Vehicle service records may be used as proof of compliance.</i></p>	Included	Does not apply
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criterion O10 – Efficiency of laundry washing machines owned or leased by the applicant (up to 4 points)</b>	<b>Score:</b>	
<p><b>Documents to be submitted to the Competent Body:</b></p> <p> List of all household washing machines owned and used to launder cloths, mops and staff uniforms used as part of the EU Ecolabel indoor cleaning service provision (annual data).</p> <p><i>(Check if it is provided in the annual data registration form)</i></p> <p> Documentation indicating the energy efficiency class for the existing household laundry washing machines.</p> <p><i>Product fiches in accordance with Annex II to Delegated Regulation (EU) No 1061/2010 may be used as proof of compliance with this requirement.</i></p> <p><u>In the case that the documentation mentioned above is not available, compliance with criterion O10(b) may be shown by providing:</u></p> <p> Documentation on the total annual water consumption.</p>	Included	Does not apply
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criterion O11 – Ecolabelled services and other ecolabelled products (up to 5 points)</b>	<b>Score:</b>	
<b>O11 (a) Ecolabelled services (up to 2 points)</b>		





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<b>Documents to be submitted to the Competent Body:</b>  Evidence of the ISO type I label certification held by the outsourced service(s).  Relevant invoices.	Included	Does not apply
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>O11 (b) Ecolabelled products (up to 3 points)</b>		
<b>Documents to be submitted to the Competent Body:</b>  Data and documentation (including relevant invoices) indicating the quantities of such products used.  <i>(Check if it is provided in the annual data registration form)</i>  Copy of the relevant EU Ecolabel or ISO type I label certificates  <b>and/or</b>  Packaging labels.	Included	Does not apply
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
<b>Criterion O12 – Consumable goods and electric hand air-dryers supplied to the client (up to 3 points)</b>		<b>Score:</b>
<b>Documents to be submitted to the Competent Body:</b>  <u>For each EU Ecolabel services contract:</u>  Indication on whether or not they include the provision of consumable goods.  Annual data (commercial name and weight, volume or number of pieces) and documentation (including relevant invoices or site inventories) indicating the consumable goods supplied.  <i>(Check if it is provided in the annual data registration form)</i>  <u>Where EU Ecolabel products are used,</u>  Copy of the EU Ecolabel certificate(s)  <b>and/or</b>  Packaging label showing that it was awarded, as the case may be, in accordance with Decision 2014/893/EU, Decision 2009/568/EC and Decision 2014/350/EU.  <u>Where other ISO type I label products are used,</u>	Included	Does not apply
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>



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<p> Copy of the other ISO type I label certificate</p> <p><b>and/or</b></p> <p> Packaging label.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><u>For electric hand dryers,</u></p> <p> Documentation demonstrating how the requirements are fulfilled (e.g. packaging label or technical information showing the presence of an ISO type I label certificate or proximity sensors).</p>	<input type="checkbox"/>	<input type="checkbox"/>