

## What questions will be asked? – Office areas below 10,000 square metres

### **Main contact**

*Note: Name this application form to easily identify it after saving*

1. Name your application
2. Name of person creating the application
3. Job title  
*(Please submit a sentence about your company for use at the awards ceremony – max of 50 words)*
4. Company information
5. Address 1
6. Address 2
7. Address 3
8. Postcode
9. Telephone
10. Mobile phone
11. Email

### **Marketing contact**

*Note: the person to contact for all marketing queries (logos, social media).*

12. Name of marketing contact
13. Company/organisation
14. Address 1
15. Address 2
16. Address 3
17. Postcode
18. Telephone
19. Mobile phone
20. Email
21. Entrant is
  - a. Contract cleaning or FM company
  - b. In-house cleaning team
22. Upload company logo (High resolution 300dpi)

### **Company or site details**

*Note: Please enter the site details and the name of the person to be contacted at the site*

23. Company/Site
24. Person to contact at Site
25. Job title
26. Site/building to be visited by the judges
27. Address 1
28. Address 2
29. Address 3
30. Post code
31. Telephone
32. Mobile phone
33. Email
34. Upload a site picture (High resolution 300 dpi)

### **Accreditation and training programmes**

*The below training will be reviewed and certification must relate to the site that's being judged.*

35. Certified accreditations and training programmes: Please tick appropriately for the premises you are entering
- a. Investors in People (IIP)
  - b. BS EN ISO 90001: 2015 Quality Management System
  - c. BS EN ISO 140001: 2015 Environmental Management System (for the premises you are nominating)
  - d. BS EN ISO 45001 (occupational Health & Safety Management standard)
  - e. CHAS Safe Contractor Accreditation
  - f. ISSA CIMS
  - g. Living Wage Accreditation
  - h. BICSc Accredited training centre/hub
  - i. NVQ/QCF Qualification
  - j. College/University Award, Certificate of Diploma
  - k. IOSH (Working or Managing Safely) Accredited Person
  - l. NEBOSH General Certificate Accredited Person
  - m. Other
36. IIP Certificate Upload
37. BS EN ISO 90001: 2015 Quality Management System Certificate Upload
38. BS EN ISO 140001: 2015 Environmental Management System (for the premises you are nominating) Certificate upload
39. BS EN ISO 45001 (Occupational Health & Safety Management standard) Certificate Upload
40. CHAS Safe Contractor Accreditation Certificate Upload
41. ISSA CIMS Certificate Upload
42. Living Wage Accreditation Certificate Upload
43. BICSc Accredited training centre/hub Certificate Upload
44. NVQ/QCF Qualification Certificate Upload
45. College/University Award, Certificate of Diploma Upload
46. IOSH (Working or Managing Safely) Accredited Person Certificate Upload
47. NEBOSH General Certificate Accredited Person Certificate Upload
48. Other Accreditations Certificate Upload
49. Membership of relevant trade association(s), professional body/bodies. Please list:

### **Contract details**

50. Start date of contract at nominated site
51. Length of contract (must be a minimum of 6 months): (in-house cleaning teams input N/A)
52. Total area of premises cleaned (Compulsory of offices and retail sites) in square metres
53. Number of cleaning operatives employed on site
54. Number of supervisors employed on site
55. Percentage of cleaning staff retained for more than six months
56. Time of main cleaning duties
57. Core opening times of the building
58. Complete your written entry (Max 1000 words):
59. Please upload your Client Testimonial in PDF format

### **Supervisor**

*If you would like to enter the Site Operative of the Year Award please enter your details below.*

60. Name of supervisor
61. Length of service
62. Job responsibilities (list)
63. Certificates of competence achieved
64. Upload certificates of competence
65. Available to attend awards lunch on 21/05/2026
66. Please upload a picture of your supervisor (High resolution 300 dpi)
67. Please explain why you are nominating the person (Max 500 words)

### **Cleaning Operative**

*If you would like to enter the Cleaning Operative of the Year Award please enter your details below.*

68. Name of cleaning operative
69. Length of service
70. Job responsibilities
71. Certificates of competence achieved
72. Upload certificates of competence
73. Available to attend awards lunch on 21/05/2026
74. Please upload a picture of your cleaning operative (High resolution 300 dpi)
75. Please explain why you are nominating this person (Max 500 words)

### **Invoicing**

76. Person to invoice
77. Company name
78. PO number if required
79. Address for invoice
80. Post code
81. Email
82. Phone number
83. Include whether invoice relates to one or multiple entries
  - a. Single
  - b. Multiple

### **Disclaimer**

84. Entrants agree to materials prepared by the organisers and for entry photographs to be used for publicity purposes
  - a. Agree
  - b. Disagree
85. Kimberly-Clark Professional might wish to contact you about promotions, offers and other programmes. Please let us know if you agree by ticking the relevant box
  - a. Yes
  - b. No