**Environmental Sanitation Programme for Community Care/Eldercare Facilities**

Owners or operators of community care facilities[[1]](#footnote-1) may refer to the following format to draw up an Environmental Sanitation (ES) Programme for their specified premises.

The details of the inventory of areas to be cleaned and disinfected and frequencies of cleaning and disinfection below are to be followed accordingly. The list is non-exhaustive and you should include other areas in your premises[[2]](#footnote-2) that require cleaning and disinfection, if they are not reflected in the ES programme below. You may refer to the Singapore Standards on Cleaning[[3]](#footnote-3) which provide examples on the inventory of areas to be cleaned. In determining the frequency of cleaning and disinfection, owners or operators should refer to the risk factors listed in the Guidelines[[4]](#footnote-4).

Owners or operators of eldercare facilities are required to **conduct thorough periodic cleaning operations at least once every six months**, or more frequently as warranted, depending on the risk profile of the premises. Areas or fixtures that are hard to reach and are generally inaccessible may be cleaned once a year. Similar to routine operations, for areas with a higher risk profile, disinfection should be carried out together with cleaning.

Through the implementation of the ES Programme, owners or operators should meet the following outcomes:

1. Premises are clean and relatively free of visible litter, stain, environmental waste, spillage and soilage;
2. Crockery and trays are promptly cleared from tables, tray return racks, and floor (if any, are placed); and
3. No significant vector issues within the premises at any time.

Owners or operators are to ensure that the desired outcomes as listed above are generally met over the course of daily operation and especially after each cleaning operation is completed. Please find below descriptions of the indicators. These indicators are adapted from the Singapore Standards on Cleaning SS 610:2016 - Guidelines for Cleaning Performance of Retail Food and Beverage (F&B) Premises.

| **Indicator** | **Description** |
| --- | --- |
| Litter/stain | Object/item that is accidentally/deliberately left behind or dropped by human activities that affect the appearance of the area. Litter includes man-made materials such as soiled tissue paper, wrappers and food remnants; and stains due to spillages |
| Environmental waste | Environmental wastes include, but are not limited to dust, mud, soil, stones, fallen foliage, droppings of rodents, cockroaches, birds and stray animals |
| Soilage (applicable only to toilet area) | Object/item that is left behind or dropped by human activities that affect the appearance of the area. Soilage include, but are not limited to stains, bodily fluids, excretion, water/smear stains, finger marks, loose debris, and left behind food and beverage |
| Uncleared crockery | Non-disposable soiled crockery and trays that is to be returned to stalls/ sent to centralised area for washing or disposable ones to be disposed of properly |

To streamline internal cleaning operations, owners or operators may refer to the following general cleaning guidelines to stratify the areas and/or items according to their risk profile, and to highlight for inclusion salient areas and/or items not presently incorporated into the sector-specific ESP template (if necessary).

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| **Risk Profile** | **Explanation of Risk Profile** | **Cleaning and Disinfection Required** |
| Low | * Areas and/or items are considered to have a low risk profile if there is **minimal** physical/human contact, presence of bodily fluids and risk of vector infestation. Examples of these areas may include ceilings and certain back-of-house areas such as loading/unloading bays. | * Areas and/or items with low risk profiles may require less frequent and/or less intensive cleaning and disinfection operations to achieve the aforementioned outcomes. |
| Medium | * Areas and/or items are considered to have a medium risk profile if there is **moderate** physical/human contact, presence of bodily fluids and/or risk of vector infestation. Examples of these areas may include floors and staircases. | * Areas and/or items with medium risk profiles may require regular cleaning and disinfection operations to achieve the aforementioned outcomes. |
| High | * Areas and/or items are considered to have a high-risk profile if there is **heavy** physical/human contact, presence of bodily fluids and/or risk of vector infestation. Examples of these areas may include toilets and bin centres. | * Areas and/or items with high risk profiles may require more frequent and/or intensive cleaning and disinfection operations to achieve the aforementioned outcomes. |

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| **Premises**: e.g. ABC *Centre*  **Name of Premises Manager***: XXXX e.g. Centre Director/Centre Manager*  **Name of Environmental Control Coordinator***: XXXX e.g.Operations Manager/Centre Executive*  **Updated as of*:*** *DD/MM/YYYY (e.g. 23/03/2022)* | |
| **Scope and Frequency of Cleaning, Disinfection and Facility Inspection** | |
| Name of cleaning contractor: *XYZ Cleaning Pte. Ltd. Or ‘Not Applicable. In-source full time cleaner’* | |
| **Inventory of areas within premises[[5]](#footnote-5)** | **Frequency of cleaning, disinfection and facility inspection** |

| **Common Area** | **Surface/ fixture** | **Routine** | **Periodic** |
| --- | --- | --- | --- |
| *External Compound including Carpark* | *Floor* | *Once daily and spot clean where necessary.* | *Thorough cleaning every 6 months.* |
| *External wall/facades* | *Inspect daily, spot clean where necessary.* | *Thorough cleaning every 6 months.* |
| *Perimeter drains (if applicable)* | *Spot clean, ensure no stagnant water and mosquito breeding.* | *Thorough cleaning every quarter.* |
| *Roof gutters (if applicable)* | *Spot clean, ensure no stagnant water and mosquito breeding.* | *Thorough cleaning every quarter.* |
| *Corridor/ Passageway* | *Ceiling* | *-* | *Thorough cleaning every 6 months.* |
| *Railings* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Floor* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Walls* | *Inspect daily, spot clean where necessary.* | *Thorough cleaning every 6 months.* |
| *Bins* | *Cleared and wipe down once daily or as and when full.* | *Check for damages which may cause leakage every quarter and have them replaced where necessary.*  *Wash bins to remove scum every quarter.* |
| *Lifts/ Lift Lobby* | *Floor* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Lifts buttons and railings* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Interior of lift* | *Once daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Foyer/ Reception Area* | *Floor* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Wall* | *Inspect daily, spot clean where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Accessible Fixtures & Fittings* | *Spot clean daily, thorough cleaning and disinfection every week.*  *\*For rarely used fixtures, to clean prior and after each use.* | *Thorough cleaning and disinfection every 6 months.* |
| *Stairwells/ Staircases* | *Staircase railings* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Staircase* | *Once daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Walls* | *Inspect daily, spot clean where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Activity/Recreation Room/Thrift shops (if applicable)* | *Floor* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Walls* | *Inspect daily, spot clean where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Door* | *Once daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Door knobs/Railings* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Ceiling* | *-* | *Thorough cleaning every 6 months.* |
| *Windows* | *Inspect daily, spot clean where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Fans and Light Fittings* | *-* | *Through cleaning and disinfection every quarter.* |
| *Tables and Chairs used by seniors* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Accessible Fixtures & Fittings* | *Spot clean daily, thorough cleaning and disinfection every week.*  *\*For rarely used fixtures, to clean prior and after each use.* | *Thorough cleaning and disinfection every 6 months.* |
| *Activity kits, shared equipment and tools* | *Clean after each use, thorough cleaning and disinfection every week.* | *Thorough cleaning and disinfection every 6 months.* |
| *Other high touch areas, e.g.: remote controls, switches* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Toilets/Shower Area* | *Floor* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Intensive scrubbing and disinfection every 6 months.* |
| *Walls (in general area)* | *Inspect daily, spot clean where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Cubicle wall/partition* | *Once daily, including disinfection and spot cleaning where necessary.* | *Intensive scrubbing and disinfection every 6 months.* |
| *Door* | *Once daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Door knobs/ railings/ handles* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Ceiling* | *Inspect daily, spot clean where necessary.* | *Thorough cleaning and disinfection ever y 6 months.* |
| *Windows* | *Inspect daily, spot clean where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Urinals and toilet bowls* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Intensive scrubbing and disinfection every 6 months.* |
| *Toilet flush panels/handles* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Shower Commode Chair* | *Twice daily, including disinfection subject to usage.* | *Thorough cleaning and disinfection every 6 months.* |
| *Wash basin/ vanity top/taps* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Check for chokages every quarter.* |
| *Mirror* | *Clean and wipe daily. Disinfect where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Exhaust fans (if applicable)* | *-* | *Clean and inspect once every 6 months.* |
| *Bins/sanitary bins* | *Clear and wipe down daily.*  *Weekly cleaning and disinfection.* | *Check for damages which may cause leakage every quarter and have them replaced where necessary.*  *Wash bins to remove scum every quarter.* |
| *Fans and Light Fittings* | *-* | *Through cleaning and disinfection every quarter.* |
| *Accessible Fixtures and Fittings* | *Spot clean daily.*  *Thorough cleaning and disinfection every week.*  *\*For rarely used fixtures, to clean prior and after each use.* | *Thorough cleaning and disinfection every 6 months.* |
| *Other high touch areas, e.g.: soap dispenser, hand dryer, towel dispenser, switches* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |

| ***Medical related rooms*** | ***Surface/ fixture*** | ***Routine*** | ***Periodic*** |
| --- | --- | --- | --- |
| *Rehabilitation/Therapy Room, Sick Bay/Isolation Room* | *Floor* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Intensive scrubbing and disinfection every 6 months.* |
| *Walls* | *Inspect daily, spot cleaning where necessary.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Door* | *Once daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Door knobs/Railings* | *Twice daily, including disinfection and spot cleaning subject to usage.* | *Thorough cleaning and disinfection every 6 months.* |
| *Ceiling* | *-* | *Thorough cleaning and disinfection once every 6 months.* |
| *Windows* | *Inspect daily, spot clean where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Fans and Light Fittings* | *-* | *Through cleaning and disinfection every quarter.* |
| *Walking aids/Wheelchairs (centre’s own)* | *Clean after each use with disinfection.* | *Thorough cleaning and disinfection every 6 months.* |
| *Rehabilitation/ Gym Equipment* | *Clean after each use with disinfection.* | *Thorough cleaning and disinfection every 6 months.* |
| *Medical Equipment* | *Clean after each use with disinfection, or according to Infection Prevention and Control Guidelines.* | *Thorough cleaning and disinfection every 6 months.* |
| *Accessible Fixtures & Fittings* | *Spot clean daily, thorough cleaning and disinfection every week.*  *\*For rarely used fixtures, to clean prior and after each use.* | *Thorough cleaning and disinfection every 6 months.* |

| **Food Areas** | **Surface/ fixture** | **Routine** | **Periodic** |
| --- | --- | --- | --- |
| *Dining Area/ Food Serving Area*  *Note: 2-cloth table top cleaning system to be in place. Cloth to be washed and water in pail for rinsing cloth should be changed regularly.* | *Floor* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Intensive scrubbing and disinfection every 6 months.* |
| *Wall* | *Inspect daily, spot cleaning where necessary.* | *Thorough cleaning and disinfection once every quarter.* |
| *Ceiling* | *-* | *Thorough cleaning and disinfection once every 6 months.* |
| *Tables and Chairs* | *Twice daily, including disinfection and spot cleaning subject to usage.*  *Tables to be promptly cleared of crockery.* | *Thorough cleaning and disinfection every 6 months.* |
| *Other high touch areas, e.g.: switches, refrigerator handles* | *Twice daily, including disinfection and spot cleaning subject to usage.* | *Thorough cleaning and disinfection every 6 months.* |
| *Kitchen* | *Floor* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Intensive scrubbing and disinfection every 6 months.* |
| *Wall* | *Inspect daily, spot cleaning where necessary.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Windows* | *Inspect daily, spot cleaning where necessary.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Food preparation area/tabletop* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Food storage area* | *Once daily.* | *Thorough cleaning and disinfection once every quarter.* |
| *Door* | *Once daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Doorknobs* | *Twice daily, including disinfection and spot cleaning subject to usage.* | *Thorough cleaning and disinfection every 6 months.* |
| *Sink* | *Twice daily, including disinfection and spot cleaning subject to usage.* | *Check for chokages every quarter.* |
| *Bins* | *Clean and disinfect daily.* | *Check for damages which may cause leakage every quarter and have them replaced where necessary.* |
| *Accessible Fixtures & Fittings* | *Spot clean daily.*  *Thorough cleaning and disinfection every week.*  *\*For rarely used fixtures, to clean prior and after each use.* | *Thorough cleaning and disinfection every 6 months.* |

| **Resident Live-in Area (if applicable)** | ***Surface/ fixture*** | ***Routine*** | ***Periodic*** |
| --- | --- | --- | --- |
| *Dormitory areas including Living Room* | *Floor* | *Once daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Walls* | *Inspect daily, spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Door* | *Once daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Doorknobs* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Ceiling* | *-* | *Thorough cleaning every 6 months.* |
| *Windows* | *Inspect daily, spot clean where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Fans and Light Fittings* | *-* | *Through cleaning and disinfection every quarter.* |
| *Accessible Fixtures & Fittings* | *Spot clean daily.*  *Thorough cleaning and disinfection every week.*  *\*For rarely used fixtures, to clean prior and after each use.* | *Thorough cleaning and disinfection every 6 months.* |
| *Other high touch areas, e.g.: Bed frames, locker handles, remote controls, switches* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |

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| ***Staff Areas*** | ***Surface/ fixture*** | ***Routine*** | ***Periodic*** |
| *General / Administration Office / Meeting Room (including Counselling Rooms)* | *Floor* | *Once daily including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Walls* | *Inspect daily, spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Door* | *Once daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Doorknobs* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Ceiling* | *-* | *Thorough cleaning every 6 months.* |
| *Windows* | *Inspect daily, spot clean where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Fans and Light Fittings* | *-* | *Through cleaning and disinfection every quarter.* |
| *Accessible Fixtures & Fittings* | *Spot clean daily.*  *Thorough cleaning and disinfection every week.*  *\*For rarely used fixtures, to clean prior and after each use.* | *Thorough cleaning and disinfection every 6 months.* |
| *Other high touch areas, e.g.: telephones, water dispenser, remote controls, switches* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |

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| --- | --- | --- | --- |
| ***Others*** | ***Surface/ fixture*** | ***Routine*** | ***Periodic*** |
| *Storage Area/* | *Floor* | *Once daily including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Wall* | - | *Thorough cleaning and disinfection every 6 months.* |
| *Ceiling* | *-* | *Thorough cleaning and disinfection every 6 months.* |
| *Staff or Clients’ Locker Area* | *Lockers/Cabinets* | *Once daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Laundry/ Linen Area* | *Floor* | *Once daily, including disinfection and spot cleaning subject to usage.* | *Thorough cleaning and disinfection every 6 months.* |
| *Wall* | - | *Thorough cleaning and disinfection once every quarter.* |
| *Door* | *Once daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Doorknobs* | *Twice daily, including disinfection and spot cleaning where necessary.* | *Thorough cleaning and disinfection every 6 months.* |
| *Accessible fixtures and fittings* | *Spot clean daily.*  *Thorough cleaning and disinfection every week.*  *\*For rarely used fixtures, to clean prior and after each use.* | *Thorough cleaning and disinfection every 6 months.* |

| **Back-of-House Areas** | ***Surface/ fixture*** | ***Routine*** | ***Periodic*** |
| --- | --- | --- | --- |
| *Bin Centre / Bin-holding areas* | *Floor / Walls (if applicable)* | *Once daily, including disinfection.* | *Intensive scrubbing and disinfection every 6 months.* |
| *Bins* | *Clear and wash bins daily.* | *Check for damages which may cause leakage every quarter and have them replaced where necessary.*  *Send bins for washing to remove scum every quarter.* |
| *Air-handling units* | N.A. | *N.A.* | *Inspect every 6 months.* |
| *Air Ducts* | N.A | *N.A.* | *Inspect every 12 months.* |

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| **Inspection on Cleanliness**  (Inspections on cleanliness to be conducted soon after cleaning)  ***Please file the completed inspection records for audit purposes.*** | | | |
| *Minimally 10% of areas above to be visually inspected daily and after periodic operations.*  *Areas to be checked to be rotated daily over the course of 2 weeks to cover the entire premises.*  *[Note: This list to be submitted is a segment of the areas to check. Inspection records should have the record of areas checked daily]* | | | |
| *Day* | *Areas to be checked* | | |
| *1* | *Toilets (level 1), Activity Space (level 1)* | | |
| *2* | *Toilets (level 2), Bin Centre/Bin-holding areas, Treatment rooms* | | |
| *3* | *Toilets (level 3), Foyer (Level 1), Lifts, Corridors, Laundry/ Linen Area* | | |
| *4* |  | | |
| *5* |  | | |
| *6* |  | | |
| *7* |  | | |
| *8* |  | | |
| *9* |  | | |
| *10* |  | | |
| **Manpower, equipment, amenities, cleaning methodology and cleaning agents used** | | | |
| I declare the following: | | | |
| Manpower | | ( √ ) Cleaners are trained in their areas of work. i.e. general cleaning, toilet cleaning, and table top cleaning, including proper dilution of cleaning agents/disinfectants and use of equipment/tools. | |
| Equipment and cleaning agents/disinfectants | | ( √ ) Cleaners are equipped with the necessary equipment/tools and cleaning agents and disinfectants to clean and disinfect the surfaces of listed inventory of areas. | |
| Cleaning and disinfection methodology | | ( √ ) Proper cleaning and disinfection procedures for routine and thorough periodic cleaning are in place. Reference could be made to pictorial guide on washroom cleaning procedures on the NEA’s [website](https://www.nea.gov.sg/our-services/public-cleanliness/cleaning-industry/cleaning-industry).  ( √ ) Proper cleaning and disinfection procedures to respond to incidents of bodily discharge are in place. Reference should be made to the Environmental Sanitation for High-Risk Non-Healthcare Premises in Singapore Technical Guide. | |
| Toilet amenities | | ( √ ) Toilet paper, liquid hand soap, paper towel/hand dryer are available at all times.  ( √ ) Sanitary fittings such as flush, wash hand basin taps and sanitary pipes are in good working condition. | |
| Tabletop cleaning | | ( √ ) 2-cloth tabletop cleaning is practised.  ( √ ) Table cloths are washed regularly, and water in pail for rinsing cloth is changed regularly. | |
| Exhaust ducts | | ( √ ) Ensure exhaust duct exterior is cleaned once every year. | |
| Good house keeping | | ( √ ) No stagnant water in the premises.  ( √ ) Premises and areas are well-kept and maintained to ensure no mosquito breeding or harbourage of other vectors.  ( √ ) Proper handling and disposal of waste. | |
| *For internal info:*  *Equipment maintained by our premises: E.g. Ride on scrubber x 2, PPE for Internal ops staff, safety signage*  *Equipment supplied by cleaning contractor: E.g. PPE for cleaners, regular cleaning equipment and agents* | | | |
| **Pest Management**  ***A comprehensive pest management survey to be conducted once every 6 months minimally.***  *Please file the pest control programme (if any), pest management survey records, pest control works for audit purposes. Please see below for a sample of records to be kept.* | | | |
| Name of pest control operator*: 123 Pests Away Pte. Ltd.*  Vector Control Operator Registration Number:  Period of contract (if applicable): *DD/MM/YYYY to DD/MM/YYYY* | | | |
| Frequency of routine pest control services | | *Routine inspection once every 2 weeks (example)*  *e.g. visit once a week for mosquito/rodent inspection*  *e.g. termite treatment as and when required* | |
| Pest control/ treatment efforts carried out by pest control operator: | | *(To provide examples here)*  *1 November 2021:*  *e.g. Rats found on false ceiling. Inspected premises to ensure good housekeeping and refuse management. Deployment of glue boards in false ceiling.*  *e.g. rat burrows found in landscape near canteen. Burrow treatment carried out. Burrow sealed after inactivity is observed.*  *e.g. Termite infestation at garden shed. Carried out treatments to address subterranean termite issue.* | |
| Dates for surveys to be conducted by pest control operator: | | *3 March 2022*, *3 June 2022, 3 September 2022, 3 December 2022* | |
| Additional checks required: | | **Areas** | **Date** |
| *False Ceiling* | *7 January 2022 (once every 2 weeks or monthly for next 6 months)* |
| *Bin Centres* | *7 January 2022 (Once every 2 weeks or monthly)* |

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| Endorsed by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  Name and signature of  Environmental Control Coordinator  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  Name and signature of Premises Manager |

Note:

* The Singapore Standards on Cleaning provide examples on the inventory of areas to be cleaned. All areas should be covered, including toilets, food preparation areas, bin centres and waste holding areas, loading/unloading bays.
* Records of inspections should be duly dated and signed by the person(s) in charge.
* For inspection of cleaning and disinfection, the Singapore Standards on Cleaning provide a reference on the quality benchmarks for visual inspection. Readers may also refer to the sample inspection checklist and plan available on the NEA’s Guide on Specifications for Outcome-based/Performance-based Cleaning Contract at <https://www.nea.gov.sg/industry-transformation-map/outcome-based-contracting-(obc)>  
    
  
* For mosquito and rodent control, readers may refer to guidelines on NEA’s website at <https://www.nea.gov.sg/our-services/pest-control/>  
    
  
* The outsourced cleaning contractor(s) and pest control operator(s) must have the relevant licences required for operation.
* Premises Managers (PMs) and Environmental Control Coordinators (ECCs) should refer to the NEA’s Code of Practice for ECCs for the roles and responsibilities of the ECC and PM, and for the development and implementation of an ES programme for specified premises, at <https://www.nea.gov.sg/our-services/public-cleanliness/ESR>
* For more information on the ES regime, readers may refer to the NEA’s website at <https://www.nea.gov.sg/our-services/public-cleanliness/ESR>  
    
  

1. The ES regime applies to non-licensed healthcare and community care facilities, i.e.: Senior Activity Centres and Active Ageing Hubs, Senior Care Centres and centre-based components of Integrated Home and Day Care services, Day Hospices and Psychiatric Day Centers. Psychiatric Rehabilitation Homes and Psychiatric Sheltered Homes are included as well. [↑](#footnote-ref-1)
2. Reference to other inventory of areas to be cleaned can be found in the Environmental Sanitation for High-Risk Non-Healthcare Premises in Singapore Technical Guide, which is available on the NEA’s [website](http://www.nea.gov.sg/environmental-sanitation-regime). [↑](#footnote-ref-2)
3. The Singapore Standards on Cleaning are:

   1. SS 499:2002 (2015) Cleaning Service Industry – Cleaning Performance for Commercial Premises
   2. SS 610:2016 Guidelines for Cleaning Performance of Retail Food and Beverage (F&B) Premises
   3. SS 533:2007 (2015) Cleaning Performance for Public Housing Estates

   [↑](#footnote-ref-3)
4. Guidelines refer to the Environmental Sanitation for High-Risk Non-Healthcare Premises in Singapore Technical Guide, which is available on the NEA’s [website](http://www.nea.gov.sg/environmental-sanitation-regime) [↑](#footnote-ref-4)
5. Centres co-located with Nursing Homes, or within other types of buildings (e.g.: healthcare institutions, community centres) need to only include areas that are directly under their operations. [↑](#footnote-ref-5)