**Environmental Sanitation Programme for Preschools**

Owners or operators of preschools 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[[1]](#footnote-1) that require cleaning and disinfection, if they are not reflected in the ES programme below. You may refer to the Singapore Standards on Cleaning[[2]](#footnote-2) 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[[3]](#footnote-3).

Owners or operators of preschools 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 Environmental Sanitation Programme, 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 *Preschool or Childcare Centre* **Name of Premises Manager***: XXXX e.g. Principal***Name of Environmental Control Coordinator***: XXXX e.g. General Manager/Centre Lead/Facilities Manager***Updated as of*:*** *DD/MM/YYYY (e.g. 01/02/2022)* |
| **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** | **Frequency of cleaning, disinfection and facility inspection** |

| **Public Facing Areas** | **Surface/ fixture** | **Routine** | **Periodic**  |
| --- | --- | --- | --- |
| *School Entrance/ Health check area/corridors* | *Floor*  | *Mop once daily, including disinfection.* | *Thorough cleaning and disinfection once every 6 months.*  |
| *Wall* | *For areas accessible by children –clean once weekly. Spot cleaning when soiled.* | *For areas accessible by children -* *Thorough cleaning and disinfection once every 6 months.* *For non-accessible areas, to clean once every 6 months or when soiled.* |
| *Door, including door handle and doorbell* | *Clean twice daily, including disinfection subject to usage.* | *Thorough cleaning and disinfection once every 6 months.*  |
| *Touch-screen panel to sign in and sign out children* | *Clean twice daily, including disinfection subject to usage.* | *Thorough cleaning and disinfection once every 6 months.*  |
| *Furniture (tables and chairs for the purpose of health check)* | *Clean once daily including disinfection subject to usage.* | *Thorough cleaning and disinfection once every 6 months.*  |
| *Shoe Cabinet* | *Clean once weekly.*  | *Thorough cleaning and disinfection once every 6 months.*  |
| *Bin*  | *Clear and wipe down once daily or as and when full.* | *Thorough cleaning and disinfection once every 6 months.**Check for damages which may cause leakage every 6 months and have them replaced where necessary.* |
| *Ceilings lights and fans* | *N.A.*  | *Thorough cleaning every 6 months.* |
| *Teaching and Learning areas**(including outdoor play area within the preschool premises)* | *Windows and window sills* | *Clean once a month and when soiled or dusty.* | *Thorough cleaning every 6 months.* |
| *Doors/low safety gates* | *Clean twice daily, including disinfection subject to usage.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Shelves, cabinets and storage containers* | *Clean once daily.*  | *Thorough cleaning and disinfection once every 6 months.* |
| *Tables and chairs* | *Clean once daily including disinfection subject to usage* *(If used for meals, tables should be wiped before and after each group of children have their meals.).* | *Thorough cleaning and disinfection once every 6 months.*  |
| *Learning materials and toys (if washable)* | *Wash daily including disinfection, subject to usage.*  | *-* |
| *Mattress/Cots* | *Clean once daily including disinfection subject to usage.*  | *-* |
| *Bins* | *Cleared and wiped down once daily or as and when full.* | *Thorough cleaning and disinfection once every 6 months.* *Check for damages which may cause leakage every 6 months and have them replaced where necessary.* |
| *Ceilings lights and fans* | *N.A*  | *Thorough cleaning every 6 months.* |
| *Floor* | *Mop once daily including disinfection* | *Thorough cleaning and disinfection once every 6 months.* |
| *Wall* | *For areas accessible by children – clean once weekly. Spot cleaning when soiled.* | *For areas accessible by children -* *Thorough cleaning and disinfection once every 6 months.**For non-accessible areas, to clean once every 6 months or when soiled.* |
| *Toilets* | *Toilet bowls/seats* | *Clean and disinfect at least twice daily (due to high usage) including disinfection and spot cleaning subject to usage.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Toilet flush panels/handles* | *Clean and disinfect at least twice daily and immediately when soiled.*  | *Thorough cleaning and disinfection once every 6 months.*  |
| *Basins, including taps, soap and paper towel dispensers* | *Clean and disinfect at least twice daily and spot clean subject to usage.*  | *Thorough cleaning and disinfection once every 6 months.*  |
| *Mirrors* | *Clean once daily and subject to usage.* | *Thorough cleaning and disinfection once every 6 months.*  |
| *Bin* | *Clear and wipe down daily or as and when full.* | *Thorough cleaning and disinfection once every 6 months.* *Check for damages which may cause leakage every 6 months and have them replaced where necessary.* |
| *Exhaust fans (if applicable)* | *N.A*  | *Thorough cleaning every 6 months.* |
| *Floor* | *Clean twice daily including disinfection and spot cleaning subject to usage.*  | *Thorough cleaning and disinfection once every 6 months.* |
| *Wall* | *Clean once daily and when soiled.* | *Thorough cleaning and disinfection once every 6 months.*  |
| *Bathing area* | *Floor* | *Clean and disinfect before and after children’s use.* *If there are anti-slip mats placed on the floor, the centre should ensure that they remove the anti-slip mats to clean and disinfect floor at least once every two weeks.*  | *Thorough cleaning and disinfection once every 6 months.*  |
| *Wall* | *Clean once daily and when soiled.* | *Thorough cleaning and disinfection once every 6 months.*  |
| *Sick bay/isolation room* | *Mattress/cot* | *Clean and disinfect after each use* | *-* |
| *Ceilings lights and fans* | *N.A.*  | *Thorough cleaning every 6 months.* |
| *Floor* | *Mop once daily including disinfection, subject to usage.* | *Thorough cleaning and disinfection once every 6 months.*  |
| *Wall* | *For areas within reach - clean and disinfect after usage.* | *Thorough cleaning and disinfection once every 6 months.*  |

| **Infant Care**  | ***Surface/fixture*** | ***Routine*** | ***Periodic*** |
| --- | --- | --- | --- |
| *Infant Care* | *Shelves, cabinets and storage containers* | *Clean once daily.*  | *Thorough cleaning and disinfection once every 6 months.*  |
| *(Mouthed)Toys* | *Wash between users and disinfect at the end of the day.* | *-* |
| *Bins* | *Clear and wipe down daily or as and when full.* | *Thorough cleaning and disinfection once every 6 months.* *Check for damages which may cause leakage every 6 months and have them replaced where necessary****.*** |
| *Sinks/bath tubs/changing tables* | *Clean and disinfect after every use.* | *Thorough cleaning and disinfection once every 6 months.*  |
| *Floor* | *Mop once daily including disinfection.* | *Thorough cleaning and disinfection once every 6 months.*  |
| *Wall* | *For areas accessible by children – clean once weekly. Spot cleaning and disinfection when soiled.* | *For non-accessible areas, to clean once every 6 months or when soiled.* |
| *Sink and fridge handles* | *Clean twice daily including disinfection.* | *Thorough cleaning and disinfection once every 6 months.*  |
| *Tabletop, food preparation area* | *Clean and disinfect after each meal preparation and subject to usage.*  | *Thorough cleaning and disinfection once every 6 months.*  |

| **Back-of-House Areas** | ***Surface/fixture*** | ***Routine*** | ***Periodic*** |
| --- | --- | --- | --- |
| *Pantry/ Kitchen* | *Food storage area* | *N.A*  | *Thorough cleaning and disinfection once every 6 months.* |
| *Fridge* | *Clean weekly and immediately for any spillage.* | *-* |
| *Tabletop, food preparation area* | *Clean and disinfect after each meal preparation, and subject to usage.*  | *Thorough cleaning and disinfection once every 6 months.*  |
| *Floor* | *Mop once daily including disinfection.* | *Thorough cleaning and disinfection once every 6 months.*  |
| *Wall* | *For areas within reach – Clean once weekly or when soiled.* | *For areas within reach - Thorough cleaning and disinfection once every 6 months.* *For non-accessible areas, to clean once every 6 months or when soiled.* |
| *Sink and fridge handles* | *Clean/wash twice daily including disinfection.*  | *Thorough cleaning and disinfection once every 6 months.*  |
| *Cleaning equipment* | *Mops and cleaning cloth* | *Clean and disinfect with diluted household bleach prior to re-use (dilute based on manufacturer’s directions).* | *-* |
| *Air-handling units* | *N.A.* | *N.A.* | *Inspect once every 6 months.* |
| *Air Ducts* | *N.A.* | *N.A.* | *Inspect once a year.* |

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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* | *Entrance, health check area* |
| *2* | *Toilet (e.g. Bay 1, Bay 2, Infant care)* |
| *3* | *Bathing area (e.g. Bay 1, Bay 2, Infant care)* |
| *4* | *Kitchen- table top, food preparation area, bins* |
| *5* | *Children play/sleep/study area*  |
| *6* | *Music room* |
| *7* | *Staff room* |
| *8* | *Food storage area* |
| *9* | *Outdoor play area within the centre premises* |
| *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 guides on cleaning procedures and 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 table top 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:**Designated person has attended training/briefing on post incident clean up by EDCA/SFA/NEA.* |
| **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: | *(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 (example)* |
| 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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| **Indoor Air Quality (IAQ)** Premises Managers are required to hire an accredited laboratory to carry out IAQ audit\* of air-conditioned rooms within the premises every 3 yearly. If any renovations were are carried out, there is a need to put in the requirement for contractors to utilise low formaldehyde emitting materials. The premises manager is required to engage an accredited laboratory to conduct post renovation IAQ audit for formaldehyde and Total Volatile Compounds (TVOC) parameters prior to occupation. In case of non-compliance, the premises manager should follow up to identify the cause of poor IAQ and rectify the situation accordingly, e.g. remove/substitute source of contaminant, increase ventilation, use air cleaning equipment to remove pollutants etc.Please see below for a sample of IAQ records to be kept.*\*Audit based on Singapore Standards 554:2016+A1:2021 Code of Practice for indoor air quality for air-conditioned buildings for recommended chemical, particulate matter and microbiological parameters.* |
| **Routine IAQ Audit (for air-conditioned spaces)**  |
| ***An IAQ audit to be conducted once every 3 years minimally.****Please file the IAQ audit reports, remedial measures taken (if any) for audit purposes.* |
| Name of accredited laboratory / 3rd party auditor*: 123 Good IAQ Pte. Ltd.*  |
| Frequency of routine IAQ audit | *Routine IAQ audit once every 3 years for entire premises* |
| Date of IAQ audit: | *e.g. 1 December 2023* |
| Date of last IAQ audit | *e.g. 1 December 2020* |
| **Summary of IAQ audit findings** |
| **Areas** | **Findings** | **Remedial measures taken** |
| e.g. main foyer  | *e.g. PM2.5 and CO2 exceeded SS554:2016+A1:2021 limits* | *e.g. Isolated pollutant-generating activity, and increased ventilation.* |
| e.g. indoor playground | *e.g. All parameters were in compliance with SS554:2016+A1:2021 limits* | *e.g. N.A.* |
| **Renovation Works (if major renovation work is carried out)** |
| ***Major renovation work should be undertaken in a way that minimises contamination to indoor environment.******An IAQ audit to be conducted prior to occupation.****Please file the contract/procurement records, IAQ audit reports, remedial measures taken (if any) for audit purposes* |
| ***Pre-renovation*** |
| I declare the following: |
| ( √ ) “Low Volatile Organic Compounds (VOC), low formaldehyde emitting building materials” were used for major renovation works (such as adhesives, paints, wall and ceiling finishes, floorings and carpentry works).  |
| ( √ ) Measures were taken to isolate areas under renovation from any occupied zones. |
| Duration of renovation  | *1-31January 2023* |
| ***Post-renovation IAQ Audit (for air-conditioned spaces)*** |
| Name of accredited laboratory / 3rd party auditor*: 123 Good IAQ Pte. Ltd.*  |
| Date of IAQ audit  | *e.g. 15 February 2023* |
| **Summary of IAQ audit findings** |
| **Areas** | **Findings** | **Remedial measures taken** |
| e.g. main foyer  | *Formaldehyde levels exceeded SS554:2016+A1:2021 limit* | *Items that emit formaldehyde were removed.**To follow up with another round of IAQ test on 22 February 2023.* |
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| ( √ ) The IAQ assessment report has been properly documented. |
| 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 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)](https://www.nea.gov.sg/industry-transformation-map/outcome-based-contracting-%28obc%29)


* 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. 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-1)
2. 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-2)
3. 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-3)