**Environmental Sanitation Programme for MOE-SCD School Premises**

Owners or operators of schools 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 frequencies of cleaning and disinfection, owners or operators should refer to the risk factors listed in the Guidelines[[3]](#footnote-3).

Owners or operators of schools 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 at least 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 affects 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 affects 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 are 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 and disinfection 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).

|  |  |  |
| --- | --- | --- |
| **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.
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| 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 Primary/Secondary School* **Name of Premises Manager***: XXXX, e.g. Principal***Name of Environmental Control Coordinator***: XXXX, e.g. Managing Agent Cleaning Auditor***Updated as of*:*** *DD/MM/YY (e.g. 01/02/2022)* |
| **Scope and Frequency of Cleaning, Disinfection and Facility Inspection** |
| Name of cleaning contractor: *XYZ Cleaning Pte. Ltd.* |
| **Inventory of areas within premises** | **Frequency of cleaning, disinfection and facility inspection** |

| **A) Public Facing Areas****(Covered under MOE Cleaning Contract)** | **Surface/ fixture** | **Routine** | **Periodic**  |
| --- | --- | --- | --- |
| *Carparks, driveway and concrete hardstanding* | *Floors* | *Sweep once daily.*  | *Jet washing & scrubbing once every 6 months.* |
| *Perimeter drains (if applicable)* | *Clean debris and silt daily to ensure no stagnant water and mosquito breeding.* | *-* |
| *Boundary entrance gates, directory & external signage* | *Signage*  | *-* | *Thorough cleaning once every quarter.* |
| *Foyer*  | *Floor*  | *Sweep once daily.*  | *Intensive scrubbing and disinfection once every 6 months.* |
| *Wall (<=1m)* | *Weekly spot cleaning, where necessary.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Wall (>1m to <=3.5m)* | *-* | *Thorough cleaning and disinfection once every 6 months.* |
| *Doors* | *General cleaning once every month.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Door touch- panels / handles* | *Twice daily, including disinfection subject to usage.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Touch-screen panel displays* | *Twice daily, including disinfection.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Ceiling lights* | *N.A.* | *Inspect once every 6 months (by M&E contractor).* |
| *Furniture (public-seating areas)* | *Wipe once daily, subject to usage.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Bins*  | *Clear and wipe down daily or as and when full.* | *Check for damages which cause leakage every 3 months.**Wash bins to remove scum every 3 months.* |
| *Corridors/ Walkways/ Passageways* | *Railings* | *Twice daily, including disinfection subject to usage.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Floor*  | *Sweep once daily.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Wall (<=1m)* | *Weekly spot cleaning where necessary.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Wall (>1m to <=3.5m)* | *-* | *Thorough cleaning and disinfection once every 6 months.* |
| *Lifts* | *Floor and internal walls* | *Wipe once daily.*  | *Thorough cleaning and disinfection once every quarter.* |
| *Buttons and railings* | *Twice daily, including disinfection subject to usage.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Main Staircases* | *Staircase railings* | *Twice daily, including disinfection subject to usage.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Floor*  | *Sweep once daily.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Wall (<=1m)* | *Weekly spot cleaning where necessary.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Wall (>1m to <=3.5m)* | *-* | *Thorough cleaning and disinfection once every 6 months.* |
| *Toilets/Shower room/changing room\***\*Stated frequencies are the minimum, and should be increased to cater for higher-usage toilets in order to meet the stipulated outcome-based indicators.* | *Urinals and toilet bowls* | *Twice daily including disinfection and spot clean subject to usage.* | *Intensive scouring and disinfection every quarter.* |
| *Wash hand basins (including taps)* | *Twice daily including disinfection and spot clean subject to usage.* | *Thorough cleaning and disinfection once every quarter.* |
| *Mirrors* | *Once daily, subject to usage.* | *Thorough cleaning and disinfection once every quarter.* |
| *Toilet flush panels/ handles* | *Twice daily including disinfection and spot clean subject to usage.* | *Thorough cleaning and disinfection once every quarter.* |
| *Toilet door handles/knobs* | *Twice daily including disinfection and spot clean subject to usage.* | *Thorough cleaning and disinfection once every quarter.* |
| *Floor* | *Twice daily including disinfection and spot cleaning subject to usage.* | *Thorough cleaning and disinfection once every quarter.* |
| *Wall* | *Once daily, subject to usage.* | *Thorough cleaning and disinfection once every quarter.* |
| *Doors, partitions, frames and windows* | *Twice daily and spot cleaning subject to usage.* | *Thorough cleaning and disinfection once every quarter.* |
| *Bins/ sanitary bins* | *Clear and wipe down daily or as and when full. Weekly disinfection.* | *Check for damages which cause leakage every 3 months.**Wash bins to remove scum every 3 months.* |
| *Exhaust Fans* | *N.A.* | *Inspect once every 6 months (by M&E contractor).* |
| *Children play areas* | *Fixtures* | *Twice daily, including disinfection, subject to usage.* | *Thorough cleaning and disinfection once every quarter.* |
| *Floor* | *Sweep once daily.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Circulation areas and others* | *Directional, information and neon signs, graphics, statues, plaques, pictures, clocks* | *Twice Weekly.* | *Thorough cleaning once every 6 months.* |
| *Circulation areas and others* | *Power points, switches, isolators, etc. in circulation areas.* | *Once daily.* | *Thorough cleaning once every 6 months.* |
| *Classrooms/ laboratories/activity room/ staff room/ special room/ theatrette/library/hall* | *Accessible fixtures and fittings* | *Weekly.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Apparatus/ equipment* | *Once daily.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Walls* | *Weekly.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Floors* | *Once weekly, spot clean on daily basis if required.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Windows and external vents and doors including shutters* | *Once weekly.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Bins* | *Clear and wipe down daily or as and when full.* | *Check for damages which cause leakage every 3 months.**Wash bins to remove scum every 3 months.* |
| *Canteen* *Note: 2-cloth tabletop cleaning system to be in place. Cloth to be washed and water in pail for rinsing cloth should be changed regularly.* | *Wall (<=1m)* | *Weekly spot cleaning where necessary.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Wall (>1m to <=3.5m)* | *-* | *Thorough cleaning and disinfection once every 6 months.* |
| *Floor* | *Daily cleaning and spot clean where necessary.* | *Jet washing of floors and scupper drains. Thorough cleaning and disinfection once every quarter.* |
| *Accessible fixtures and fittings* | *Once daily and as and when required.* | *Thorough cleaning and disinfection once every quarter.* |
| *Wash hand basin (including taps)* | *Twice daily including disinfection and spot cleaning subject to usage.* | *Thorough cleaning and disinfection once every quarter.* |
| *Bins*  | *Clear and wipe down daily or as and when full.* | *Check for damages which cause leakage every 3 months.**Wash bins to remove scum every 3 months.* |

| **Back-of-House Areas** | **Surface/ fixture** | **Routine** | **Periodic** |
| --- | --- | --- | --- |
| *Bin Centre / Bin-holding areas* | *Floor / Walls* | *Once daily, including disinfection.* | *Thorough cleaning and disinfection every month.* |
| *Bins* | *Clear and wash bins daily or as and when full.* | *Check for damages which cause leakage every month.**Wash bins to remove scum every month.* |
| *Recyclables collection point* | *Collection Bins* | *Clear and wash bins every week or as and when full.* | *Check for damages which cause leakage every month.**Wash bins to remove scum every month.* |
| *Grease Traps* | *Grease Traps and Grease traps covers* | *-* | *Quarterly and as and when required.* |
| *Air-handling units* | - | *N.A.* | *Inspect once every 6 months (by M&E contractor).* |
| *Air Ducts* | - | *N.A.* | *Inspect once a year (by M&E contractor).* |

| **B) School Internal Areas****(Standard routines listed here, to be customised and confirmed by school. Frequencies may not be lower than the stipulated number in this environmental sanitation programme.)** | **Surface/ fixture** | **Routine** | **Periodic**  |
| --- | --- | --- | --- |
| *Special Teaching:**e.g.* *Arts & Crafts Room**Music Room**Science Room**Mathematics Room**Humanities Room**Project Room**IT Learning Resource Room**Computer Room**Band Room**Dance Studio**CCA Room**PAL Room**Teaching Lab**Science Laboratory**Food Laboratory**Design & Technology Studio**Media Resource Library**Administrative/Staff* *(Staff Room):**e.g.* *Staff Room**HOD Room**Staff Meeting Room**Staff Resource Room**Counselling Room**Conference Room**Family Room**Staff Changing Room**Flexsi Staff Area**Prefect’s Room**Career Guidance Room**Administrative/Staff (General Office):**e.g.* *General Office**Principal’s Office**Vice Principal’s Office**Office Store**Printing Room**Sick Bay**Ancillary:**e.g.* *Pastoral Care Room**Health & Fitness Room**Furniture Store**Games Equipment Store**Rifle Range**Armoury* | *Accessible fixtures and fittings**e.g Tables/Chairs, Taps etc* | *Weekly.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Apparatus/ equipment**e.g Loose equipment, lab instruments etc* | *Once daily.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Walls* | *Weekly.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Floors* | *Twice weekly sweep and mop, additional if required.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Windows and external vents and doors including shutters* | *Weekly.* | *Thorough cleaning and disinfection once every 6 months.* |
| *Bins* | *Clear and wipe down once daily or as and when full.* | *Check for damages which cause leakage every 6 months.**Wash bins to remove scum every 6 months.* |
| *All Areas* | *All Fans* | *NA* | *Inspect once every 6 months and clean (by M&E contractor).* |

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| **Surfaces/fixtures that require annual maintenance/ cleaning.****The PM and ECC shall ensure that the following surfaces/fixtures are maintained / cleaned at least once a year.** |
| **Surface/Fixture** | **Frequency of cleaning/maintenance** |
| Stage curtains/ black out curtains in special rooms | Thorough cleaning every year |
| **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 should be free of dust, stains, debris. Self-check by TL daily. Auditor to verify during their twice weekly check.**Areas to be checked to be rotated daily. To cover block by block, over the course of 2 weeks to cover full school. (based on layout plan)* |
| *Day*  | *Areas to be checked* |
| *1* | *e.g. Block A, level 1-4 (corridors, toilets, staircases)* |
| *2* | *e.g. Block B, level 1-4 (corridors, toilets, staircases)* |
| *3* | *e.g. Multi-Purpose Hall and Canteen Block* |
| *4* | *e.g. Admin Block (Staff Room, HOD Room, General Office)* |
| *5* | *e.g. ISH Block, level 1-4* |
| *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 tabletop 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 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: Ride on scrubber x 2, PPE for Internal ops staff, safety signage**Equipment supplied by cleaning contractor: 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 as specified in MOE Pest Management contract**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)* |
| **Indoor Air Quality (IAQ)**Premises Managers are required to hire an accredited laboratory to carry out a yearly IAQ audit\* of air-conditioned rooms within the premises. If any renovations are carried out, there is a need to put in the requirement for contractors to utilise low Volatile Organic Compounds (VOC) and 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 Organic 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 year 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 year for entire premises* |
| Date of IAQ audit | *e.g. 1 December 2023* |
| Date of last IAQ audit  | *e.g. 1 December 2022* |
|  |  |
| **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.* |
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| **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). (from next BTP contract in 2022) |
| ( √ ) Measures were taken to isolate areas under renovation from any occupied zones. |
| Duration of renovation  | *e.g. 1-31 January 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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| 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 in 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)