**Cleaning[[1]](#footnote-1)/Inspection[[2]](#footnote-2) Schedule**

*The Cleaning/Inspection Schedule templates are for Premises Manager (PM), Environmental Control Coordinator (ECC) and Environmental Control Officer (Specified Premises) [ECO(SP)]’s reference. The PM, ECO(SP) or ECC may use and modify any of the templates to suit their preferences and needs. Minimally 10% of the inventory of areas are to be visually inspected each day and after each thorough periodic operation. The areas inspected should be rotated daily to ensure total coverage.*

***Template Version 1***

**Premises Name:** **Week:** DD/MM/YY – DD/MM/YY

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Area** | **Mon** | | **Tue** | | **Wed** | | **Thu** | | **Fri** | | **Sat** | | **Sun** | |
| **Cleaned** | **Inspected** | **Cleaned** | **Inspected** | **Cleaned** | **Inspected** | **Cleaned** | **Inspected** | **Cleaned** | **Inspected** | **Cleaned** | **Inspected** | **Cleaned** | **Inspected** |
| Toilet | Y | Y | Y |  |  |  |  |  |  |  |  |  |  |  |
| Sick bay |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kitchen |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pantry |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Music Room |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| .... |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Areas of Concern** | **Follow up actions** | **Date completed** |
| e.g. Toilet- taps are faulty and leaking | e.g. plumber will be replacing taps on dd/mm/yyyy [date] | dd/mm/yyyy [date] |
|  |  |  |

I hereby declare that the above-mentioned cleaning operations conducted have adhered to the minimum cleaning standards as stipulated in this premises’ Environmental Sanitation programme.

|  |  |
| --- | --- |
| Name and Reg. No. of ECC or ECO(SP) |  |
| Signature of ECC or ECO(SP) |  |
| Date |  |

**Cleaning[[3]](#footnote-3)/Inspection[[4]](#footnote-4) Schedule**

*The Cleaning/Inspection Schedule templates are for Premises Manager (PM), Environmental Control Coordinator (ECC) and Environmental Control Officer (Specified Premises) [ECO(SP)]’s reference. The PM, ECO(SP) or ECC may use and modify any of the templates to suit their preferences and needs. Minimally 10% of the inventory of areas are to be visually inspected each day and after each thorough periodic operation. The areas inspected should be rotated daily to ensure total coverage.*

***Template Version 2***

**Premises Name:** **Month:** MM/YYYY

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Public facing area** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** |
| Toilets |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Classrooms |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Canteen |  |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Staff room | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Foyer |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ….. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Back of house areas** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** | **17** | **18** | **19** | **20** | **21** | **22** | **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **31** |
| Bin centres | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Loading and unloading bay |  |  |  | x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ….. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Areas of Concern** | **Follow up actions** | **Date completed** |
| e.g. Toilet- taps are faulty and leaking | e.g. plumber will be replacing taps on dd/mm/yyyy [date] | dd/mm/yyyy [date] |

I hereby declare that the above-mentioned cleaning operations conducted have adhered to the minimum cleaning standards as stipulated in this premises’ Environmental Sanitation programme.

|  |  |
| --- | --- |
| Name and Reg. No. of ECC or ECO(SP) |  |
| Signature of ECC or ECO(SP) |  |
| Date |  |

**Cleaning[[5]](#footnote-5)/Inspection[[6]](#footnote-6) Schedule – Month [ ] Year [ ]**

*The Cleaning/Inspection Schedule templates are for Premises Manager (PM), Environmental Control Coordinator (ECC) and Environmental Control Officer (Specified Premises) [ECO(SP)]’s reference. The PM, ECO(SP) or ECC may use and modify any of the templates to suit their preferences and needs. Minimally 10% of the inventory of areas are to be visually inspected each day and after each thorough periodic operation. The areas inspected should be rotated daily to ensure total coverage.*

***Template Version 3***

**Premises Name:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Inventory of areas[[7]](#footnote-7) (Amend where necessary)** | **Date** | **Sign if cleaning and inspection have been completed** | **Inventory of areas**  **(Amend where necessary)** | **Date** | **Sign if cleaning and inspection have been completed** | **Inventory of areas**  **(Amend where necessary)** | **Date** | **Sign if cleaning and inspection have been completed** |
| Basement 2 | Day 1 |  | Basement 2 | Day 11 |  | Basement 2 | Day 21 |  |
| Basement 1 | Day 2 |  | Basement 1 | Day 12 |  | Basement 1 | Day 22 |  |
| Level 1 | Day 3 |  | Level 1 | Day 13 |  | Level 1 | Day 23 |  |
| Level 2 | Day 4 |  | Level 2 | Day 14 |  | Level 2 | Day 24 |  |
| Level 3 | Day 5 |  | Level 3 | Day 15 |  | Level 3 | Day 25 |  |
| … | Day 6 |  | … | Day 16 |  | … | Day 26 |  |
| … | Day 7 |  | … | Day 17 |  | … | Day 27 |  |
| … | Day 8 |  | … | Day 18 |  | … | Day 28 |  |
| … | Day 9 |  | … | Day 19 |  | … | Day 29 |  |
| … | Day 10 |  | … | Day 20 |  | … | Day 30 |  |
|  |  |  |  |  |  | … | Day 31 |  |

|  |  |  |
| --- | --- | --- |
| **Areas of Concern** | **Follow up actions** | **Date completed** |
| e.g. Day 2: Level 1 Toilet- taps are faulty and leaking | e.g. plumber will be replacing taps on dd/mm/yyyy [date] | dd/mm/yyyy [date] |

I hereby declare that the above-mentioned cleaning operations conducted have adhered to the minimum cleaning standards as stipulated in this premises’ Environmental Sanitation programme.

|  |  |
| --- | --- |
| Name and Reg. No. of ECC or ECO(SP) |  |
| Signature of ECC or ECO(SP) |  |
| Date |  |

1. Premises Managers shall achieve the following environmental sanitation outcomes – a) Premises are clean and relatively free of visible litter, stain, environmental waste, spillage and soilage; b) Crockery and trays are promptly cleared from tables, tray return racks, and floor (if any, are placed); and c) No significant vector issues within the premises at any time. [↑](#footnote-ref-1)
2. Routine cleaning and inspection are to be carried out on operational days only. [↑](#footnote-ref-2)
3. Premises Managers shall achieve the following environmental sanitation outcomes – a) Premises are clean and relatively free of visible litter, stain, environmental waste, spillage and soilage; b) Crockery and trays are promptly cleared from tables, tray return racks, and floor (if any, are placed); and c) No significant vector issues within the premises at any time. [↑](#footnote-ref-3)
4. Routine cleaning and inspection are to be carried out on operational days only. [↑](#footnote-ref-4)
5. Premises Managers shall achieve the following environmental sanitation outcomes – a) Premises are clean and relatively free of visible litter, stain, environmental waste, spillage and soilage; b) Crockery and trays are promptly cleared from tables, tray return racks, and floor (if any, are placed); and c) No significant vector issues within the premises at any time. [↑](#footnote-ref-5)
6. Routine cleaning and inspection are to be carried out on operational days only. [↑](#footnote-ref-6)
7. Refer to the premises-specific Environmental Sanitation programme template for the inventory of areas to be cleaned and inspected [↑](#footnote-ref-7)