

## ENVIRONMENTAL HYGIENE CHECKLIST

The Environmental Hygiene Checklist was developed by the Public Hygiene Council (PHC) to guide premises operators in maintaining good environmental hygiene practices and preventing the spread of infectious diseases. This checklist is divided into different sections to focus on different aspects of environmental hygiene. Users may utilise section(s) of the checklist that are relevant to them. Together, we can keep Singapore's public spaces clean and hygienic.

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### Cleaning Regime

1. Put in place a regular cleaning schedule, including general spring cleaning once every 3 / 6 / 12 months.
2. Carry out disinfection on areas with frequent touchpoints or those that are heavily soiled.
3. Disinfect cleaning equipment prior to re-use.
4. Differentiate cloths for cleaning and sanitising by colours.
5. Develop and implement processes to protect workers / contractors performing disinfection work.

Premises operators are encouraged to refer to NEA's [Environmental Cleaning Guidelines](#) and the [List of Active Ingredients for General Disinfection](#).

### General Hygiene

6. Engage a pest control operator or have a pest control regime in place.
7. Check your premise regularly to remove all potential vector breeding spots.
8. Trash bins are covered at all times and cleared daily.
9. Trash are kept within the bin liners, and properly tied up before disposal.
10. Cleaners make use of gloves or tongs when handling and disposing trash.
11. Ensure that back-of-house waste management areas are washed and disinfected regularly after refuse collection
12. Air Conditioning Mechanical Ventilation (ACMV) system cleaned, inspected and serviced regularly.
13. Increase ventilation for indoor air quality using any of the following methods: 
  - a. Purge indoor air 2 hours before and after occupancy
  - b. Increase outdoor air intake
  - c. Reduce indoor air recirculation
  - d. Open operable windows and doors as frequently as possible

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14. Ensure that common areas (e.g. walkways, lifts, floors and walls) are free of visible built up dust, cobwebs and litter.

15. For premises with vulnerable occupants (e.g. childcare, eldercare facilities, nursing homes etc.), to provide sanitiser at entrances and require all visitors to sanitise their hands before entering.

Premises operators are encouraged to refer to NEA's [Indoor Air Quality Advisory](#) to improve ventilation.

Premises with cooling towers are encouraged to refer to NEA's [Guidelines for Aerosol-Generating Systems](#).

### Toilet Cleanliness

16. Ensure that hand-washing and toilet flushing facilities are in good working condition.

17. Ensure constant supply of liquid soap and toilet paper.

18. Toilets are cleaned and disinfected at least twice times a day.

19. Lightings are intact and functional, and of appropriate brightness.

20. Toilet seat, cover or squat pan, and urinal are functional with no chokage.

21. Toilet is odour free; the floor is dry with no water leakages.

Premises operators are encouraged to refer to NEA's [Advisory on Public Toilets](#).

### Food Safety and Hygiene

22. Put in place a regime to monitor health condition of worker(s). Food handler(s) who are unwell should not be allowed to be involved in food preparation.

23. Food handlers are to wash their hands before food preparation or cooking.

24. Food handlers should not handle ready-to-eat food with bare hands. Food should be handled using clean utensils and gloves.

25. Food handlers should put on clean clothes or aprons during food preparation and service. No jewellery should be worn.

26. Food preparation area should be clean, free of pests, and in good condition.

27. Hand washing facility with soap provided should be easily accessible at the food preparation area.

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28. Use different knives, chopping boards and utensils for raw, cooked and ready-to-eat food.
29. Ensure that raw food, cooked and ready-to-eat food are stored and prepared separately.
30. Cook food thoroughly to the required core temperature. Keep hot dishes above 60°C and cold dishes at 0°C to 4°C.
31. Ensure that food items are properly covered or wrapped to prevent contamination.
32. Ensure all kitchen equipment, exhaust hood, crockery and utensils are clean and in good condition.

### Hotels / Serviced Apartments

33. Develop and implement processes to clean and disinfect common facilities with high traffic flow including but not limited to hotel lobbies, reception desks, lifts, handrails of escalators and staircases, toilets, function rooms, fitness centres, business centres, swimming / spa pools, pantries etc.
34. Develop and implement processes to clean and disinfect occupied guestrooms / apartments.
35. Develop and implement processes to clean and disinfect check-out guestrooms / apartments.
36. Ensure residual chlorine level in swimming / spa pool is maintained between 1 and 3 ppm at all times.