

# Sanitation and Hygiene Checklist



## Management Oversight

- ☐ Premises have a cleaning regime in place, including spring cleaning once every \_\_\_\_\_ months.
- ☐ Person responsible for the cleaning regime is:  
\_\_\_\_\_



## Cleaning Methodology

- ☐ Premises are cleaned daily and ventilated regularly
- ☐ Enhanced cleaning and disinfection are done at areas with frequent touchpoints or that are heavily soiled



## Toilet Cleanliness

- ☐ Hand washing and toilet flushing facilities are functioning well
- ☐ Ensure constant supply of liquid soap and toilet paper
- ☐ Toilets are cleaned and disinfected \_\_\_\_\_ times a day



## General Public Hygiene

- ☐ Pest management programme is in place
- ☐ Waste is handled with gloves/tongs, bagged properly, and bins are emptied regularly
- ☐ Back-of-house waste management areas are washed and disinfected regularly after refuse collection
- ☐ Premises comply fully with the sanitation and hygiene advisory put out by the National Environment Agency

For more information, please visit the NEA Website at [www.nea.gov.sg](http://www.nea.gov.sg) or call **1800 CALL NEA** (1800-2255-632).