

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
- ☐ Cloths for cleaning and sanitising are differentiated by colours
- ☐ Food preparation areas, equipment and dining areas are cleaned and sanitised



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 or call **1800 CALL NEA** (1800-2255-632).

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