



HYGIENE AND SANITATION INSPECTION CHECKLIST AND RECORD

LOCATION:	DATE OF INSPECTION:			
INSPECTION CRITERIA	COMMENTS / REMARKS	PRIORITY CODE*	ACTION(S) REQUIRED	BY
GALLEY / KITCHEN, FOOD PREPARATION AREA & DINING AREAS				
Clean tables, floorings, storage spaces, sinks and ventilation/extraction units grease free.				
Clean kitchen equipment (e.g. meat slicer, can openers, utensils, etc.)				
Food safety system in place (<i>written procedures, temperature monitoring of cooked food, deliveries, refrigerators, freezers, bain-marie</i>), and on site records kept.				
Fire blanket is provided and is wall-mounted in a prominent location.				
Cleaning schedules available, implemented, updated and documented. ,				
Exhaust canopies incorporating fans and grease filters are installed above cooking appliances.				
Adequate cleaning equipment and supplies for kitchen provided by contractor and suitable lockable cupboard space is provided.				
Adequate washbasins & hand drying facilities in food preparation areas.				
Large sink for food preparation, and additional large compartment sink for ware-washing are provided. Each is provided with hot and cold water.				
Time between preparation and serving of food are kept to a minimum.				
Large kitchen operations are provided with grease traps on sewer line immediately outside of the kitchen and are easily accessible for cleaning.				
Food preparation surfaces are durable, smooth, impervious, easily cleanable and free from cracks, crevices etc.				
Kitchens and dining rooms are adequately illuminated, a minimum of 540 Lux at food preparations surfaces and washing sinks, and 320 Lux at dining table surface.				
Kitchen and dining areas have sufficient air conditioning and exhaust ventilation.				
Food kept longer than two (2) hours after being cooked are stored at a temperature of 140 °F or chilled to a temperature of 40 °F				
Dining area provided with sufficient tables and chairs to accommodate 50% of the residents.				

Adequate ventilation in kitchens – for 'LPG SAFETY'. There is a minimum of 2 vents, one lower level and the other upper level. At least one opening window to provide emergency ventilation.				
Floor, walls and ceiling are clean regularly.				
Others;				
REFRIGERATOR AND FREEZER:				
Cleanliness of slats and shelves				
Meat, fish and poultry stored separately				
Left-over food in proper container or covered				
Left-over food shall not be frozen after 36 hours, left-over food shall not be served				
Food shall not be stacked one on top of the other, if stored in open pans				
Others;				
FOOD HANDLERS / KITCHEN PERSONNEL & COOKS:				
Catering staff have received food hygiene training. Records are kept.				
Food handlers are free from open lesion of the hands, face, and neck				
Food handlers are free from evidence of acute chronic inflammatory conditions of respiratory tract. Free from communicable diseases				
Hands clean, finger nails clean and short				
Garments must be clean. Cooks must don apron and head cover				
Any poor personal hygiene observed				
Validity of Physical Examination (issued by MOH)				
Others:				
LAUNDRY				
Laundry facilities available and sufficient. A minimum of two (2) clothes washers and two (2) dryers must be provided for each 50 occupants or part thereof.				



Laundry room is fully enclosed and is adequately illuminated, and air conditioned. Dryers ventilate to external air via rigid or flexible ducting.				
Floor, walls and ceiling are clean regularly.				
Others;				
SANITARY ACCOMMODATION (TOILETS & BATHROOMS)				
Cleanliness of floor, urinals and commodes				
Cleanliness of lavatories, mirrors, shelves and floors.				
Cleanliness of shower stalls and soap dishes				
Appropriate and adequate sanitary facilities/appliances provided. (See Table 1 at end of this checklist)				
Cleaning equipment and supplies for toilet / bathrooms provided.				
Cleaning schedules are implemented and daily updated.				
All bathrooms, toilets, laundry rooms and similar areas are well lighted and ventilated and provided with mechanical ventilation systems or mechanical exhaust fans.				
Electric water heater available.				
Container for waste disposal provided and emptied daily.				
Free of unpleasant smell/odor.				
Others;				
WATER AND DRINKING WATER DISPENSER				
Camp provided with a safe pressurized supply of fresh water that is filtered and chlorinated for use in kitchens, toilets, and laundry facilities, and for other cleaning tasks;				
Storage tanks have tight fitting covers, are vented and are protected from contamination.				
Water dispensers are clean on the outsides, insides and in the orifice				
Others:				
SEWAGE				
Sewage storage tanks are only used on camps with an occupancy level of 30 and below. Sewage holding tank when used, is in good working order and adequate for the number of residents/workers.				
Sewage regularly taken by tanker to an approved Treatment Plant. Records of waste transfers are kept.				
Other;				
HALLWAYS				
Cleanliness of floors, and walls.				



Waste bins provided / emptied				
Ash trays provided in designated smoking zones				
Others;				
BEDROOMS / QUARTERS (MAINTAINED BY OCCUPANTS)				
Bedrooms are clean, tidy and pest free.				
Cleanliness of bunk / pillow / blanket / sheet / curtains				
Only approved (marked with UL/FM/CE) electrical extension cords and outlets are used.				
There are sufficient electrical wall outlet receptacles for the number of residents in each room to prevent overloading.				
Sleeping quarters with allocated floor space of not less than 4.6 m ² (50 ft ²) but preferably 6.5m ² (70 ft ²) are provided for each resident.				
There is a procedure to prohibit cooking in bedrooms and this is enforced.				
Linen is changed at least twice monthly.				
A lockable cabinet or wardrobe is provided for each employee in a dormitory room to store personal items.				
Doors on sleeping rooms, toilets/bathrooms, kitchens and laundry rooms that lead to the outside are self-closing and also have self- closing screen doors that open outwards.				
Others;				
WELFARE AREAS (EXERCISE ROOMS/LOUNGE)				
Entertainment room with T.V. with sufficient sitting arrangements provided.				
Housekeeping Contractor provides and maintains two (2) local telephone lines for residents in case of emergency, with access 24/7 to all residents of the camp/accommodation.				
Contractor provides an exercise room with standard equipment and sufficient for 20 people to exercise at a time (or other alternative suitable sports facilities).				
Welfare areas maintained clean, and hygienic manner.				
Trash cans and bins provided and emptied regularly.				
Others;				
GENERAL				
Camp maintained in good, clean and sanitary condition, routinely checked and on-site records kept.				
Outside perimeter of the camp/accommodation kept free from trash and dumping.				
Written cleaning schedules are completed daily and on-site records kept.				



Suitable covered garbage and refuse containers provided in kitchens and dining rooms and at strategic locations throughout the camp.						
Refuse collected daily from all areas of the camp/accommodation to a temporary designated storage and disposed of at frequencies sufficient to avoid excessive odors, nuisance conditions and attraction of vermin;						
Camp is free from bugs and other insects, rodents, other vermin, and feral animals.						
Others;						
MEDICAL EMERGENCY ARRANGEMENTS						
On-site clinic or medical treatment facility provided where required by the contract.						
Trained nurse and physician, and/or ambulance provided where required by the contract. Where no trained nurse or physician is required, 10% of occupants are trained in First Aid & BLS.						
Where no clinic is provided, camp/accommodation has adequate numbers of suitably stocked frequently replenished first-aid kits provided in prominent positions.						
Emergency plan developed and tested, and communicated to personnel and medical staff. Copies of the plan detailing all scenarios are posted. Periodic drill conducted (annually minimum) and on-site records kept.						
Ambulance/emergency vehicle available on site at all times.						
Others;						
PEST CONTROL						
DATE OF LAST SPRAY						
For Cockroaches:			For Deratting:			
SUMMARY / GENERAL COMMENTS:						
INSPECTED BY		SIGNATURES:				
<ul style="list-style-type: none"> Safety Engineer / Coordinator / Medical Officer DATE: 						
INSPECTED WITH		SIGNATURES:				
<ul style="list-style-type: none"> Supervisor DATE: 						



NEXT REVIEW / INSPECTION DATE:

REPORT DISTRIBUTION LIST:

Legend (Priority Codes):

P1 (within 24 hours)

P2 (within 1 weeks)

P3 (within 1 month)

P4 (> 1 month)