



PRS PlayBook



Colour Coding

To maintain PRS Household Services' rigorous hygiene standards, please use the following colour coding, ensuring that certain cleaning products and equipment are only used in specific areas.

RED		Cleaning high-risk areas, such as toilets and urinals.
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Red represents high-risk and is used to denote areas such as toilets and urinals, as well as washroom floors.

YELLOW		Cleaning in lower-risk areas, such as bathroom sinks.
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While red products are used for washroom toilets and floors, yellow products are used for other washroom surfaces and sinks, ensuring no cross-contamination between the two (despite being in the same vicinity).

GREEN		Cleaning food preparation areas such as kitchens.
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Green is used for food preparation areas such as kitchens. Uncooked fish and meat pose a high risk of cross-contamination. Therefore, it is crucial to segregate cleaning materials used in these areas.

BLUE		General-purpose cleaning, such as mirrors & windows.
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Blue is used for low-risk areas, such as classrooms and offices. Since there is a low risk of cross-contamination, these products can be used for a wide range of surfaces, including desks, hallways, window ledges and general dusting and polishing.

Unit Turnover Checklist

Kitchen

- Surfaces, including doors, thoroughly cleaned & disinfected
- Hard surfaces, including kitchen floor, washed down and cleaned
- Sink thoroughly cleaned & disinfected
- Kitchen cupboards (inside & out) and surfaces thoroughly cleaned
- Kitchen appliances – both inside and out: including extraction fan, fridge-freezer, oven, hob, and microwave (**do not use abrasive pads on the stainless steel, stainless steel cleaner is to be used**)
- Deep clean oven (inside & out), including stovetop, cooker hood & filter
- Fridge & freezer cleaned (inside & outside)
- Dishwasher, (inside & outside), including filter and detergent compartment thoroughly cleaned



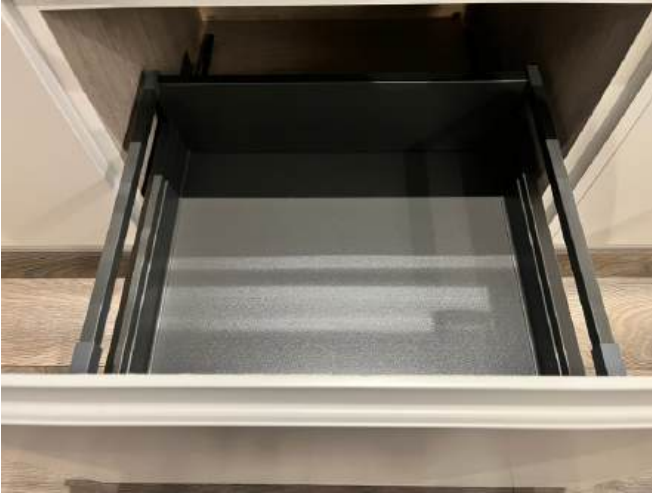
Please refer to the Kitchen Appendix for guidance (p. 4-8)



Kitchen Appendix 1/5



Kitchen Appendix 2/5



Kitchen Appendix 3/5



Kitchen Appendix 4/5



Kitchen Appendix 5/5



Unit Turnover Checklist

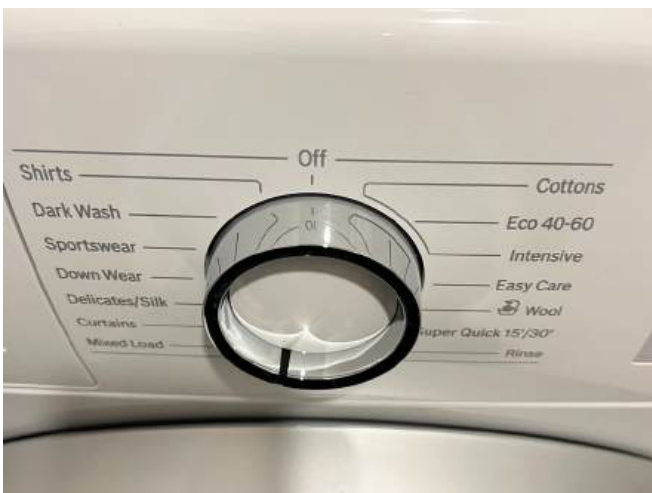
Utility

- All surfaces and appliances including doors and shelving thoroughly cleaned & disinfected
- Dryer, (inside & outside), including filter thoroughly cleaned
- Washing machine (inside & outside), including filter, detergent compartment and door rubber seal thoroughly cleaned



Please refer to the Utility Appendix for guidance (p. 10-12)

Utility Appendix 1/3



Utility Appendix 2/3



Utility Appendix 3/3



Unit Turnover Checklist

Bathroom(s)

- All surfaces, including doors, thoroughly cleaned & disinfected
- Hard surfaces and tiles including bathroom floors and walls, washed down and cleaned
- Sink & hand basin thoroughly cleaned
- Toilet thoroughly cleaned & disinfected and PRS hygiene strips applied
- Bath/shower thoroughly cleaned including glass doors and tiles/grouting
- Bath/shower drains thoroughly cleaned
- Mirrors & glass thoroughly cleaned
- Cleaning bathroom cabinets (inside & out)



Please refer to the Bathroom(s) Appendix for guidance (p. 14–17)

Bathroom(s) Appendix 1/4



Bathroom(s) Appendix 2/4



Bathroom(s) Appendix 3/4



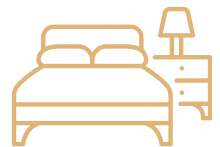
Bathroom(s) Appendix 4/4



Unit Turnover Checklist

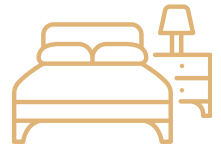
Bedroom(s)

- All surfaces, including doors, thoroughly cleaned & disinfected
- Hard surfaces including bedroom floors (**including under and behind the bed**) and walls thoroughly cleaned
- Suction carpet cleaning
- Cleaning all drawers, wardrobes & cabinets (inside & outside)
- Cleaning inside windows
- Window blinds and windowsills wiped clean and dusted
- Cleaning around ceiling vents



Please refer to the Bedroom(s) Appendix for guidance (p. 19–22)

Bedroom(s) Appendix 1/4



Bedroom(s) Appendix 2/4



Bedroom(s) Appendix 3/4



Bedroom(s) Appendix 3/4



Unit Turnover Checklist

Lounge & Wintergarden

- All surfaces throughout wiped, cleaned and dusted (including doors, marks on walls, window ledges, skirting boards etc.)
- All floors throughout swept and mopped thoroughly (including under furniture)
- All mirrors, lamps, pictures, tables, chairs and couches thoroughly wiped down
- Suction carpet cleaning
- Cleaning all drawers, wardrobes & cabinets (inside & outside)
- All internal windows washed thoroughly
- Window blinds and windowsills wiped clean and dusted
- Cleaning around ceiling vents



Please refer to the Lounge Appendix for guidance (p. 24-27)

Lounge Appendix 1/4



Lounge Appendix 2/4



Lounge Appendix 3/4



Lounge Appendix 4/4



Unit Turnover Checklist

General

- All surfaces throughout wiped, cleaned and dusted (including ceiling, window ledges, skirting boards etc.)
- All floors throughout swept and mopped thoroughly (including under furniture)
- All pictures wiped cleaned and dusted thoroughly
- All mirrors wiped cleaned and dusted thoroughly
- All doors & door handles wiped cleaned and dusted thoroughly
- All light switches & sockets cleaned
- All marks from walls removed
- All inside windows & glass cleaned
- All upholstery cleaned thoroughly
- Cleaning all drawers, wardrobes & cabinets (inside & outside)



Please refer to the General Appendix for guidance (p. 29–31)



General Appendix 1/3



General Appendix 2/3





General Appendix 3/3

