

Guidelines on Inspection and Disinfection of Common Parts of Buildings

Places Requiring Special Attention

Lift Cars and Escalators

- Wipe lift cars and escalators, particularly call buttons and handrails, at least four times a day.
- Clean lift ventilation fans regularly.

Main Entrance Lobby

- Wash and wipe estate/building entrances, door knobs/handles, security locks and buttons, and intercom systems at least four times a day.

Common Facilities

- Wash and wipe chairs, resting areas and other facilities used by the public in lift lobbies, corridors and public areas at least four times a day.

Security Guard Booth and Enquiry Counter

- Wash and wipe security guard booths and enquiry counters at least four times a day.

Toilets for Public Use

- Clean toilets and associated facilities used by the public at least four times a day.

Children's Play Areas/Facilities

- Wash and wipe children's play areas and facilities at least four times a day.

Refuse Collection Chambers

- Dispose of daily waste and junk properly. Wash refuse collection chambers and related facilities at least twice daily.

Other Places

Corridors and Public Places

- Wash and wipe the walls and floors of corridors and public places (including rear staircases) at least once daily.

Shopping Centres, Markets and Carparks

- Wash and wipe the walls and floors of shopping centres, markets and carparks at least once daily.

Club Facilities

- Wash and wipe general club facilities at least once daily.

Cleaning and Disinfection Procedures

Washing

- Step 1* • Sweep litter before washing.
- Step 2* • Rinse with clean water.
- Step 3* • Wash thoroughly with a 1:99 solution of diluted household bleach (mix 1 part bleach with 99 parts water).
 - For areas that are dirty, use a stronger bleach solution at the ratio of 1:49.
- Step 4* • Hose down and remove excess water by mopping or sweeping.
- Step 5* • If necessary, repeat washing to ensure area is thoroughly cleaned. Use high-pressure, hot water cleaning machines as appropriate.

Wiping

- Step 1* • Wipe thoroughly with a cloth soaked in a 1:99 bleach solution.
 - For areas that are dirty, or subject to high pedestrian traffic, use a stronger 1:49 bleach solution.
- Step 2* • Wipe dry with a clean cloth.

General Cleaning Tools

- Broom
- Brush
- Bucket
- Bleach
- Face mask
- Footwear
- Gloves
- Goggles
- High-pressure, hot water cleaning machine (optional)
- Mop
- Overalls
- Squeegee
- Towel

Points to Note for Cleaning Staff

- Under normal conditions, use a 1:99 diluted household bleach solution. For dirty areas use a stronger 1:49 solution.
- While at work, all staff should wear proper protective gear such as a face mask, gloves, overalls and proper footwear.

Tips for Management Companies

During inspections, management company staff should pay special attention to the following:

- Ensure soil and waste pipes function properly. Repair any defects and leaks immediately.
- Ensure cooling towers function properly. Any abnormal water splashing should be rectified immediately.
- Ensure refuse is not accumulated in common areas such as corridors, rooftops, lightwells or staircases.
- Look for signs of pest infestation (e.g. rodent droppings, cockroaches, stagnant water) and, if present, clean immediately. Engage pest control companies if necessary.
- Ensure all water storage tanks are properly covered and that there is no overflow.
- Ensure all ventilation systems function properly and are cleaned and maintained regularly to prevent accumulation of dust and dirt.

For enquiries, please contact the Food and Environmental Hygiene Department through 1823 Call Centre.