

**ORDER BY COMMISSIONER FOR LABOUR UNDER SECTION 80H(2)  
ENVIRONMENTAL PUBLIC HEALTH ACT 1987**

1. For the purposes of section 80H(1)(b) of the Environmental Public Health Act 1987, the specified amounts, after taking into consideration the recommendations by the Tripartite Cluster for Cleaners on remuneration for Singapore Citizen and Permanent Resident cleaners (“**Cleaners**”), are as follows:

1.1 Progressive Wage Model (“**PWM**”) Schedule for Cleaners for Group 1: Office and Commercial Sites

<b>Group 1: Office and Commercial Sites</b>						
e.g. Offices, Schools, Hospitals, and Medical Clinics, Condominiums						
<b>PWM Job level</b>	<b>1 July 2023 to 30 Jun 2024</b>	<b>1 July 2024 to 30 Jun 2025</b>	<b>1 July 2025 to 30 Jun 2026</b>	<b>1 July 2026 to 30 Jun 2027</b>	<b>1 July 2027 to 30 Jun 2028</b>	<b>1 July 2028 to 30 Jun 2029</b>
<ul style="list-style-type: none"> <li>• General Cleaner</li> <li>• Indoor Cleaner</li> </ul>	<b>\$1,570</b>	<b>\$1,740</b>	<b>\$1,910</b>	<b>\$2,080</b>	<b>\$2,250</b>	<b>\$2,420</b>
<ul style="list-style-type: none"> <li>• Outdoor Cleaner</li> <li>• Healthcare Cleaner</li> <li>• Restroom Cleaner</li> </ul>	<b>\$1,795</b>	<b>\$2,060</b>	<b>\$2,325</b>	<b>\$2,495</b>	<b>\$2,665</b>	<b>\$2,835</b>
<ul style="list-style-type: none"> <li>• Multi-skilled Cleaner cum Machine Operator</li> </ul>	<b>\$2,010</b>	<b>\$2,270</b>	<b>\$2,530</b>	<b>\$2,700</b>	<b>\$2,870</b>	<b>\$3,040</b>
<ul style="list-style-type: none"> <li>• Supervisor</li> </ul>	<b>\$2,210</b>	<b>\$2,455</b>	<b>\$2,700</b>	<b>\$2,870</b>	<b>\$3,040</b>	<b>\$3,210</b>

*Note: Wages refer to basic monthly wages.*

## 1.2 PWM Schedule for Cleaners for Group 2: F&B Establishment

<b>Group 2: F&amp;B Establishment</b>						
e.g. Hawker Centers, Foodcourts, Restaurants						
<b>PWM Job level</b>	<b>1 July 2023 to 30 Jun 2024</b>	<b>1 July 2024 to 30 Jun 2025</b>	<b>1 July 2025 to 30 Jun 2026</b>	<b>1 July 2026 to 30 Jun 2027</b>	<b>1 July 2027 to 30 Jun 2028</b>	<b>1 July 2028 to 30 Jun 2029</b>
• General Cleaner	\$1,570	\$1,740	\$1,910	\$2,080	\$2,250	\$2,420
• Table-top Cleaner	\$1,670	\$1,840	\$2,010	\$2,180	\$2,350	\$2,520
• Dishwasher • Restroom Cleaner • Refuse Collector	\$1,795	\$2,060	\$2,325	\$2,495	\$2,665	\$2,835
• Multi-skilled Cleaner cum Machine Operator	\$2,010	\$2,270	\$2,530	\$2,700	\$2,870	\$3,040
• Supervisor	\$2,210	\$2,455	\$2,700	\$2,870	\$3,040	\$3,210

*Note: Wages refer to basic monthly wages.*

## 1.3 PWM Schedule for Cleaners for Group 3: Conservancy

<b>Group 3: Conservancy</b>						
e.g. Town Councils, Public Cleansing						
<b>PWM Job level</b>	<b>1 July 2023 to 30 Jun 2024</b>	<b>1 July 2024 to 30 Jun 2025</b>	<b>1 July 2025 to 30 Jun 2026</b>	<b>1 July 2026 to 30 Jun 2027</b>	<b>1 July 2027 to 30 Jun 2028</b>	<b>1 July 2028 to 30 Jun 2029</b>
• General Cleaner • Restroom Cleaner	\$1,795	\$2,060	\$2,325	\$2,495	\$2,665	\$2,835
• Multi-skilled Cleaner cum Machine Operator • Refuse Collector	\$2,010	\$2,270	\$2,530	\$2,700	\$2,870	\$3,040
• Supervisor • Mechanical Driver (Class 3)	\$2,210	\$2,455	\$2,700	\$2,870	\$3,040	\$3,210
• Truck Driver (Class 4/5)	\$2,410	\$2,620	\$2,830	\$3,040	\$3,250	\$3,460

*Note: Wages refer to basic monthly wages.*

1.4 The Tripartite Cluster for Cleaners has indicated its intent to review the PWM Schedule in 2025. Any revision to the PWM Schedule would be implemented subsequently, upon the Tripartite Cluster's recommendation and subject to the Government's acceptance of the recommendation.

1.5 Progressive Wage Model Bonus ("**PWM Bonus**") from 1 January 2020

1.5.1 The mandatory PWM Bonus is in effect from 1 January 2020 and is payable to all Cleaners who:

(a) have worked for the same cleaning business for an employment period of at least 12 continuous months, as at the business's cut-off date for PWM Bonus computation; and

(b) have not already received other forms of bonuses amounting to a minimum sum of 2 weeks<sup>1</sup> of the last drawn basic monthly wage in the last 12 months. Other forms of bonuses can qualify as the PWM Bonus only if they attract CPF contributions. A list of bonuses which qualify as the PWM Bonus can be found in **Annex A**.

1.5.2 Paragraph 1.5.1 also applies to Cleaners who work on a part-time basis, which is defined as work for a cleaning business under a contract of service and for less than 35 hours a week on a regular basis.

1.5.3 The calculation of the employment period of 12 continuous months includes paid and statutory leave.

1.5.4 Notwithstanding paragraph 1.5.1(a), a pro-rated PWM Bonus ("**Pro-rated PWM Bonus**") is also payable to any Cleaner who, since the previous cut-off date for PWM Bonus:

(a) has his/her employment terminated by the employer due to a change in service provider as the employer is unable to re-deploy said Cleaner;

(b) has his/her employment terminated or resigns on his/her own accord due to a change in service provider as the Cleaner declines re-deployment by the current employer;

(c) has his/her employment terminated due to circumstances not within the Cleaner's control and not related to the Cleaner's performance or conduct (e.g. winding up of the cleaning business);

(d) retires during the course of employment with the cleaning business;  
or

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<sup>1</sup> The 2-week PWM Bonus might not be exactly half the amount of the last drawn basic monthly wage. Refer to paragraph 1.5.9.

(e) is medically boarded out during the course of employment with the cleaning business. Medically boarded out cases refer to Cleaners who are certified as medically unfit for continued employment after the exhaustion of long-term illness (“LTI”) leave.

1.5.5 Any Cleaner who resigns on his/her own accord, in situations other than that stated in paragraph 1.5.4(b), is not entitled to the PWM Bonus.

1.5.6 Cleaners who are terminated due to misconduct are not entitled to the PWM Bonus. Examples of misconduct include theft, dishonesty, disorderly or immoral conduct at work, and insubordination.

1.5.7 Cleaners who fulfil the criteria set out in paragraphs 1.5.1, 1.5.2 or 1.5.4, and do not fall within paragraphs 1.5.5 and 1.5.6 (“Eligible Cleaners”), are entitled to the PWM Bonus.

1.5.8 Any PWM Bonus already paid to a Cleaner prior to resignation or termination due to misconduct cannot be clawed back, as long as the Cleaner had met the eligibility criteria for the PWM Bonus as at the business’s cut-off date for the last PWM Bonus computation period.

1.5.9 The total quantum of PWM Bonus given in a year must be no less than two weeks of the Eligible Cleaner’s basic monthly wage, except where the PWM Bonus for the Eligible Cleaner is pro-rated:

(a) in the first year of implementation, where the quantum of PWM Bonus payable should be calculated from 1 January 2020; or

(b) in the scenarios enumerated in paragraph 1.5.2 and 1.5.4.

The specified Pro-rated PWM Bonus amounts in respect of the Eligible Cleaners shall be calculated in accordance with the relevant formulas provided by the Tripartite Cluster for Cleaners.

Company's Policy on PWM Bonus Payout Date	Worker's Employment Anniversary Date	Once a year	Twice a year (formula only applicable for first payment date)
<p><b><u>First year of implementation (i.e. PWM Bonus payments in 2020)</u></b></p> <p>Cleaner A must have minimum 12 months service as at cut-off date for PWM Bonus computation</p>	$\frac{\text{Monthly Basic Wage} \times 12 \text{ months}}{52 \text{ weeks}} \times 2 \text{ weeks} \times$	$\frac{\text{no. of contractual hours worked from 1 Jan 2020 to anniversary date/cut-off date}}{52 \text{ weeks} \times 44 \text{ hours a week}}$	$\frac{\text{Monthly Basic Wage} \times 12 \text{ months}}{52 \text{ weeks}} \times \frac{\text{no. of contractual hours worked from 1 Jan 2020 to first cut-off date}}{52 \text{ weeks} \times 44 \text{ hours a week}}$
<p><b>Example A</b></p> <p>Cleaner A joined company<sup>2</sup> on 1 Apr 2018 as a full-time employee and earns a monthly basic wage of \$1300.</p> <p>If company's policy is to pay PWM Bonus in 2020 on:</p> <ul style="list-style-type: none"> <li>- Worker's anniversary date (Apr 2020) → Cleaner A would receive <math>[\\$1300 \times 12 / 52] \times 2 \times [71.5 \text{ days} \times 8 \text{ hrs/day} (1/1/20 - 31/3/20) / (52 \times 44)] = \\$150</math> on anniversary date</li> <li>- Once a year in Dec 2020 → Cleaner A would receive <math>[\\$1300 \times 12 / 52] \times 2 = \\$600</math> in Dec</li> <li>- Twice a year June 2020 and Dec 2020 → Cleaner A would receive \$300 each time</li> </ul>			
<p><b><u>After the first year of implementation (i.e. PWM Bonus payments after Dec 2020)</u></b></p> <p>Cleaner B must have minimum 12 months service as at cut-off date for PWM Bonus computation</p>	$\frac{\text{Monthly Basic Wage} \times 12 \text{ months}}{52 \text{ weeks}} \times 2 \text{ weeks}$	$\frac{\text{Monthly Basic Wage} \times 12 \text{ months}}{52 \text{ weeks}}$ <p>at each payout date</p>	
<p><b>Example B</b></p> <p>Cleaner B joined company on 1 Apr 2020 as a full-time employee and earns a monthly basic wage of \$1300.</p> <p>If company's policy is to pay PWM Bonus on:</p> <ul style="list-style-type: none"> <li>- Worker's anniversary date → Cleaner B would receive <math>[\\$1300 \times 12 / 52] \times 2 = \\$600</math> on anniversary date</li> <li>- Once a year in Dec → Cleaner B would receive \$600 in Dec 2021</li> <li>- Twice a year in June and Dec → Cleaner B would receive \$300 each time in June 2021 and Dec 2021</li> </ul>			

<sup>2</sup> The Employee is considered to have joined the company on the first day of employment with their employer.

- 1.5.10 The Pro-rated PWM Bonuses are to be calculated based on the number of contractual hours worked by the Eligible Cleaner.
  - 1.5.11 Notwithstanding paragraph 1.5.10, if a cleaning business has two PWM Bonus payment dates in a year, the minimum quantum payable at each cut-off date is one week of the Eligible Cleaner's basic monthly wage.
  - 1.5.12 The specified Pro-rated PWM bonus amounts in respect of the Eligible Cleaners in the scenarios listed in paragraph 1.5.2 and 1.5.5 shall be calculated in accordance with the relevant formulas provided by the Tripartite Cluster for Cleaners, which are listed in **Annex B**.
  - 1.5.13 Cleaning businesses are given the flexibility to determine the cut-off date for PWM Bonus computation. The cut-off date for PWM Bonus computation may not necessarily be the date of the PWM Bonus payment. However, cleaning businesses must pay the PWM Bonus at least once but not more than twice in a calendar year.
  - 1.5.14 Cleaning businesses must make PWM Bonus payments to their Eligible Cleaners within one month from the cut-off date or on the Eligible Cleaner's last day of employment, whichever is earlier.
  - 1.5.15 Cleaning businesses must reflect the PWM Bonus payments in the Eligible Cleaner's salary slips. The PWM Bonus payments are also subject to both employer's and employee's CPF contributions.
  - 1.5.16 In the event of a discontinuation of employment, cleaning businesses must ensure that all outstanding PWM Bonuses are paid to Eligible Cleaners by the final day of the Eligible Cleaners' employment.
2. Cleaning businesses are required to comply with this Order in relation to the payment of the PWM Bonus to their Eligible Cleaners with the PWM Bonus in effect from 1 January 2020.
  3. Cleaning businesses are required to pay their Cleaners wages according to the PWM Schedules for 1 July 2023 onwards (as shown in paragraphs 1.1-1.3).
  4. The definitions of the various classes of Cleaners can be found in **Annex C**. These definitions are adopted from:
    - a. the clarification on the definitions of the various classes of Cleaners proposed by the Tripartite Cluster for Cleaners in their recommendations dated 15 November 2018, and augmented with the additional definition of Restroom Cleaners as proposed by the Tripartite Cluster for Cleaners in their recommendations dated 3 December 2019; and

b. the clarification on the definitions and wage schedules for Truck Drivers (Class 4/5), proposed by the Tripartite Cluster for Cleaners in the Addendum Report dated 30 June 2023.

5. Where any Cleaner stipulated in paragraphs 1.1-1.3 is employed under a contract of service with an employer to work less than 35 hours a week on a regular basis as a part-time Cleaner, the specified amount in respect of that Cleaner shall be calculated in accordance with the relevant formula provided by the Tripartite Cluster for Cleaners.

Specified amount in respect of a part-time Cleaner	=	$\frac{\text{Specified amount [stipulated in paragraph 1.1-1.3] in respect of a similar full-time Cleaner x 12 months}}{52 \text{ weeks x } 44 \text{ hours}}$	x	Number of hours the part-time Cleaner is required to work under his/her contract of service in a month
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This Order shall come into operation on 1 July 2023.

## ANNEX A

A bonus will qualify as a PWM Bonus only if it attracts CPF contributions.

The PWM Bonus can include the following payments made to the Cleaner:

- a) performance bonus;
- b) retention bonus;
- c) annual wage supplement (i.e. "13th month" bonus);
- d) festive bonus; or
- e) any such class of variable bonuses that a cleaning business may provide its Cleaners.

The following does not constitute PWM Bonus made to the Cleaner:

- a) any basic wage;
- b) any overtime payments;
- c) any reimbursement for special expenses incurred by a Cleaner in the course of his/her employment; and
- d) any regular allowance or incentives however described.



## ANNEX B

Paragraph 1.5.5(a), (b) and (c): Discontinuation of employment due to (i) change in service provider or (ii) circumstances not within the Cleaner's control and not related to the Cleaner's performance or conduct – from Year 2021 onwards

(a) Change of service provider, Cleaner declines re-deployment and resigns		
(b) Change of service provider, employer unable to redeploy Cleaner and terminates Cleaner		
(c) Employment terminated due to circumstances not within the Cleaner's control and not related to the Cleaner's performance or conduct (e.g. winding up of the cleaning business)		
E.g. Contract ends on 31 May 2022, i.e. Cleaner's last day of service.		
Cleaner D has at least 12 months service as at 31 May 2022	Cleaner D and Cleaner E are eligible for Pro-rated PWM Bonus, payable on 31 May 2022 for a total amount of:	
Cleaner E has less than 12 months service as at 31 May 2022	$\frac{\text{Monthly Basic Wage} \times 12 \text{ months}}{52 \text{ weeks}} \times 2 \text{ weeks} \times$ <i>[to derive weekly pay]</i>	$\frac{\text{no. of contractual hours worked from last PWM Bonus cut-off date to 31 May 2022}}{52 \text{ weeks} \times 44 \text{ hours a week}}$ <i>[no. of hours exclude overtime as worker would get OT pay]</i>
Cleaner F joined after last PWM Bonus cut-off date	Cleaner F is eligible for Pro-rated PWM Bonus, payable on 31 Mar 2022 for a total amount of:	
	$\frac{\text{Monthly Basic Wage} \times 12 \text{ months}}{52 \text{ weeks}} \times 2 \text{ weeks} \times$ <i>[to derive weekly pay]</i>	$\frac{\text{no. of contractual hours worked from date of joining to 31 Mar 2022}}{52 \text{ weeks} \times 44 \text{ hours a week}}$ <i>[no. of hours exclude overtime as worker would get OT pay]</i>

### Paragraph 1.5.2: Part-Time Employee

<b>Part-Time</b>		
Step 1: Calculate monthly salary for Part-Time employee/Casual employee	$\frac{\text{Basic monthly salary of a similar full-time Cleaner} \times 12 \text{ months}}{52 \text{ weeks} \times 44 \text{ hours/week}} \times$	$\text{No. of working hours the part-time Cleaner is required to work under his/her contract of service in a month}$
Step 2: Find <b>Average BMS</b> of part-time worker over 6 months to smoothen irregularities	$\frac{\text{Sum of monthly salaries in Month 1 to Month 6}}{6} =$	<b>Average Basic Monthly Salary (BMS)</b>

Step 3: Pro-rate the monthly wage to obtain the Pro-rated 2 weeks' Salary	$\frac{\text{Average BMS} \times 12}{52 \text{ weeks}} \times 2 \text{ weeks} = \text{Pro-rated 2 weeks' salary}$
Step 4: Calculate <b>Pro-rated PWM Bonus</b>	$\text{Pro-rated 2 weeks' salary} \times \frac{\text{No. of contractual hours worked during computation period}}{52 \text{ weeks} \times \text{no. of contractual hours in a week}}$
<p><b>Example H</b> Cleaner H works 4 hours/day, 5 days a week. Total hours worked in a month is [4hrs x 5days/week] x 52weeks / 12months = 86.7 hours Total hours worked in a year is 4hrs x 5days/week x 52weeks = 1040 hours</p> <p>A similar full-time Cleaner monthly basic pay is \$1300. Step 1: Monthly salary = [\$1300 x 12] / [52 x 44] x 86.7 = \$591.14 (BMS) Step 2: Average BMS in 6 months = \$591.14 (assume same amount for all 6 months) Step 3: Pro-rated 2 weeks' salary = [\$591.14 x 12 / 52] x 2 = \$272.83 Step 4: Pro-rated PWM Bonus = \$272.83 x [1040 / (52 x 20)] = \$272.83</p>	

Paragraph 1.5.4(d) and (e): **Cleaners who retired or medically boarded out**

<b>Retired / Medically Boarded Out</b>	<p>(a) Retired worker means workers who have reached official retirement age as legislated by law, and who are not offered re-employment.</p> <p>(b) Medically Boarded Out refers to cases where the medical board out statement comes after the exhaustion of Long-Term Illness (LTI) leave (e.g. cancer, tuberculosis).</p>
E.g. Retirement date / medically board out date falls on 31 May 2022, i.e. worker's last day of service.	
Cleaner I has <b>at least 12 months service</b> as at retirement / medically board out date	<p>Cleaner I and Cleaner J are eligible for Pro-rated PWM Bonus, payable on 31 May 2022 for a total amount of:</p> $\frac{\text{Monthly Basic Wage} \times 12 \text{ months}}{52 \text{ weeks}} \times 2 \text{ weeks} \times \frac{\text{no. of contractual hours worked / on LTI leave from last PWM Bonus cut-off date to 31 May 2022}}{52 \text{ weeks} \times 44 \text{ hours a week}}$ <p><i>[to derive weekly pay]</i></p> <p><i>[no. of hours exclude overtime as worker would get OT pay]</i></p>
Cleaner J has <b>less than 12 months service</b> as at retirement / medically board out date	

## Clarification on Cleaning Job Types

### Guidelines and Definitions of Cleaning Job Types

For workers whose job responsibilities fall into more than one job category (e.g. an indoor and restroom Cleaner), the said Cleaner shall be classified under the job category where he/she spends 50% or more of his/her time in and the corresponding wage level would apply.

### Definitions of Cleaning Job Types

#### Group 1: Office & Commercial Sites

##### General Cleaners

A person assigned to basic cleaning duties.

**Job duties may include:** Office cleaning duties such as wiping tables, wiping windows, vacuuming carpets, pantry cleaning, clearing trash bins.

**Examples of equipment used may include:** Blower, vacuum cleaner, household cleaning equipment

##### Indoor Cleaners

A person assigned to work in a sheltered environment. He/she may also be required to do outdoor cleaning on a routine basis.

**Job duties may include:** Office cleaning such as wiping tables, wiping windows, vacuuming carpets, pantry cleaning, mopping of lift and lift landing.

**Examples of equipment used may include:** Blower, vacuum cleaner, household cleaning equipment.

##### Restroom Cleaners

A person assigned to perform cleaning duties in restrooms.

**Job duties may include:** Cleaning of sanitation fixtures (e.g. cubicles, mirrors, sinks and urinals), topping up of tissues, soaps, air freshener and sanitisers, mopping of floor, clearing of trash and general cleaning.

##### Outdoor Cleaners

A person assigned to work in an unsheltered environment.

**Job duties may include:** Performing outdoor compound area cleaning jobs, sweeping of car park(s), mopping of lift and lift landing and clearing trash bins.

### **Healthcare Cleaners**

A person who performs housekeeping duties in hospital wards and intensive care units in hospitals and / or perform general cleaning duties in all areas of the hospitals / polyclinics, and at other medical/healthcare institutions such as private clinics, dental clinics, kidney dialysis centres, etc.

**Job duties may include:** Clearing rubbish, sweeping and mopping the floor.

### **Multi-Skilled Cleaner cum Machine Operator**

Multi-skilled Cleaner cum Machine Operator should be able to:

- Use at least 1 motorized ride-on machinery or
- Use at least 1 lifting equipment or
- Use specialized cleaning agents as part of Job scope or
- Use at least 3 handheld machines (other than vacuum cleaner, blower and general household cleaning equipment)

**Job duties may include:** Carpet shampooing, marble polishing, leaf blowing, using of motorized equipment for the following: Sweeping of access road, turf area, open and contained space such as areas within shopping centres, supermarkets, cleaning high areas of dust and cobwebs, and glass panes or any height- cleaning that requires an access of > 2m, sweeping of surrounding road-side drain, submerge drain and drop-inlet chamber, refuse collection.

**Examples of hand-held equipment may include:** Burnisher, single-disc scrubber, hi-pressure jet machine, carpet cleaner, escalator cleaner, mini auto scrubber, steam cleaner, walk-behind auto scrubber, leaf blower, glass cleaning system, jettison pump, rest room cleaner, grass-cutter.

#### **Examples of motorized ride-on machineries may include:**

Battery-operated cart with refuse compactor, all-terrain-litter-vacuum (ATLV), ride-on road sweeper, integrated scrubber-sweeper (Ride-on), Ride on scrubber, sweeper (Ride-on), Battery operated carts without refuse compactor, ride-on grass cutter, ride-on vacuum cleaner and boat operator.

#### **Examples of lifting equipment may include:**

Scissor lift, boomlift, spider boomlift, personal lift for cleaning purpose.

### **Supervisor**

A person who oversees works execution and the performance of other workers. This person must be in charge of operational and manpower planning and deployment and should have a team of workers under him/her.

## **Group 2: F&B Establishment**

### **General Cleaners**

A person assigned to basic cleaning duties.

**Job duties may include:** Sweeping and cleaning floors, vacuuming carpets, wiping windows

### **Table-top Cleaners**

A person who is stationed at the tray-return station and/or assigned to collect plates and utensils and cleaning tables.

### **Dishwasher**

A person assigned to the washing of plates, trays and utensils. He/she may be required to operate Dishwashers can include both manual dishwashers and dishwashing machine operators.

**Job duties may include:** Pushing cart in and out of dishwashing bay, washing of plates, trays and utensils. May include use of conveyor belts in the transportation.

### **Restroom Cleaners**

A person assigned to perform cleaning duties in restrooms.

**Job duties may include:** Cleaning of sanitation fixtures (e.g. cubicles, mirrors, sinks and urinals), topping up of tissues, soaps, air freshener and sanitisers, mopping of floor, clearing of trash and general cleaning.

### **Refuse Collector**

A person deployed to collect refuse at the refuse collection point within an F&B premise and to dispose of the refuse at a designated refuse collection point outside of the F&B premise.

### **Multi-Skilled Cleaner cum Machine Operator**

Multi-skilled Cleaner cum Machine Operator should be able to:

- Use at least 1 motorized ride-on machinery or
- Use at least 1 lifting equipment or
- Use specialized cleaning agents as part of Job scope or
- Use at least 3 handheld machines (other than vacuum cleaner, blower and general household cleaning equipment)

**Job duties may include:** Both indoor & outdoor cleaning, carpet shampooing, marble polishing, using of motorized equipment in Sweeping of access road, turf area, cleaning high areas of dust and cobwebs, and glass panes or any height- cleaning that requires an access of > 2m, Sweeping of surrounding road-side drain, submerge drain and drop-inlet chamber.

**Examples of hand-held equipment may include:** Burnisher, single-disc scrubber, hi-pressure jet machine, carpet cleaner, escalator cleaner, mini auto scrubber, steam cleaner, walk-behind auto scrubber, glass cleaning system, jettison pump, rest room cleaner, grass-cutter.

**Examples of motorized ride-on machineries may include:** Battery-operated cart with refuse compactor, all-terrain-litter-vacuum (ATLV), ride-on road sweeper, integrated scrubber-sweeper (Ride-on), Ride on scrubber, sweeper (Ride-on), Battery operated carts without refuse compactor, ride-on grass cutter, ride-on vacuum cleaner and boat operator.

**Examples of lifting equipment may include:** Scissor lift, boomlift, spider boomlift, personal lift for cleaning purpose.

### **Supervisor**

A person who oversees works execution and the performance of other workers. He/she must be in charge of operational and manpower planning and deployment and should have a team of workers under him/her.

## **Group 3: Conservancy**

### **General Cleaners**

A person assigned to basic cleaning duties in conservancy areas.

**Job duties may include:** General sweeping of apron and apron surrounding drains, sweeping of staircases and common corridor, clearing of cobweb, sweeping of outdoor and car park/s, mopping of lift and lift landing, clearing trash bins.

### **Restroom Cleaners**

A person assigned to perform cleaning duties in restrooms.

**Job duties may include:** Cleaning of sanitation fixtures (e.g. cubicles, mirrors, sinks and urinals), topping up of tissues, soaps, air freshener and sanitisers, mopping of floor, clearing of trash and general cleaning.

### **Refuse Collector**

A person who is deployed for the collection of refuse (both dry and wet waste) at refuse collection areas such as main refuse chute of each HDB block or at the central bin chute. This person may be required to clean refuse chute and transport heavy loads.

Job duties may include: Clearing and removal of bulky waste (both dry and wet waste), sweeping of car park and cleaning of refuse chute

Examples of equipment used may include: Battery cart for refuse collection, ATLV, high pressure jet.

### **Multi-Skilled Cleaner cum Machine Operator**

Multi-skilled Cleaner cum Machine Operator should be able to:

- Use at least 1 motorized ride-on machinery or
- Use at least 1 lifting equipment or
- Use specialized cleaning agents as part of Job scope or
- Use at least 3 handheld machines (other than vacuum cleaner, blower and general household cleaning equipment)

**Job duties may include:** Pressure jet washing and leaf blowing, Sweeping of access road, turf area, open space, road side drains, drop-inlet chamber, submerged drain, cleaning high area of dust and cobwebs or any height- cleaning that requires an access of > 2m.

**Examples of hand-held equipment may include:** Burnisher, single-disc scrubber, hi-pressure jet machine, carpet cleaner, escalator cleaner, mini auto scrubber, steam cleaner, walk-behind auto scrubber, leaf blower, glass cleaning system, jettison pump, rest room cleaner, grass-cutter.

**Examples of motorized ride-on machineries may include:** Battery-operated Cart with refuse compactor, all-terrain-litter-vacuum (ATLV), ride-on road sweeper, integrated scrubber-sweeper (ride-on), ride on scrubber, sweeper (ride-on), Battery operated carts without refuse compactor, ride-on grass cutter, ride-on vacuum cleaner and boat operator.

**Examples of lifting equipment may include:** Scissor lift, boomlift, spider boomlift, personal lift for cleaning purpose.

### **Mechanical Drivers (Class 3)**

A person who operates mechanical motorized vehicles whose un-laden weight does not exceed 2,500 kg<sup>3</sup> for road/pavements cleaning purpose.

**Job duties may include:** Operating motorized vehicles to sweep access road/ pavements.

**Examples of equipment used may include:** Any type of road sweeper ≤ 2,500 kg<sup>3</sup> in un-laden weight

### **Supervisor**

A person who oversees works execution and the performance of other workers. He/she must be in charge of operational and manpower planning and deployment and should have a team of workers under him/her.

### **Truck Drivers (Class 4/5)**

A person who possesses Class 4/5 driving licence and who operates mechanical motorized vehicles whose un-laden weight exceeds 2,500 kg<sup>3</sup> for cleaning services.

**Job duties may include:** Operating motorized vehicles for sweeping of access roads.

**Examples of mechanical motorized vehicles may include:** Any type of road sweeper > 2,500 kg<sup>3</sup> in un-laden weight

*Note: This Order does not apply to Truck Drivers (Class 4/5) performing waste management roles. Instead, please refer to the Order by the Commissioner for Labour under section 31DA(1) of the Environmental Public Health Act 1987 for the specified amounts for Waste Collection Workers.*

*Examples of Truck Drivers (Class 4/5) who perform waste management roles may include: drivers of garbage trucks whose un-laden weight exceeds 2,500 kg<sup>3</sup>.*

### **Applies to all Groups:**

#### **Team Leader**

A person who oversees works execution but who is not involved in planning, reviewing, manpower deployment and assessing performance of the Cleaners.

With more job responsibilities, the team leader should be entitled to at least \$100 more in allowances.

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<sup>3</sup> The stated 2,500kg is based on the "Classification of motor vehicles" in the Road Traffic Act 1961 and may be reviewed, from time to time, by the relevant authorities.