

## Cleaning Logs for Public Health Centres

Where possible, Public Health has introduced single use items. Those items that are not single use must be cleaned on a regular basis. This cleaning must be documented; logs are to be used to record the cleaning of these items.

### **How to use Logs**

- Select the cleaning log that best fits the item(s) to be cleaned.
- Staff who are cleaning items put their initial and print name in “Initial Key”.
- Items being cleaned are recorded in the “Item Name” column.
- Staff member dates and initials the form when cleaning is complete.

**Temporary cleaning log records must be kept for three years.** Store in a format and location that can be easily accessed. Scan completed logs and keep electronically on Health Centre shared drive.

### **Cleaning Highlights**

Use a two-step process. All items must first be cleaned to remove soil prior to disinfection. One wipe is to be used to clean and another new wipe for disinfection.

Adhere to manufacturer’s wet contact time, found on the product label. Wet contact time is the minimum length of time the cleaned item must be in contact with the disinfectant to ensure microorganisms are killed.

### Summary of Cleaning Logs

Type of Log	Items	Frequency of Cleaning	Program
<b>Daily cleaning log and when visibly soiled</b>	<ul style="list-style-type: none"> <li>• Head circumference tapes</li> </ul>	<ul style="list-style-type: none"> <li>• Between each client</li> </ul>	Child Health Clinic
<b>Daily cleaning log and when visibly soiled</b>	<ul style="list-style-type: none"> <li>• Weight Scales (infant &amp; preschool/adult)</li> <li>• Measuring boards</li> <li>• Change table surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• 4 times per day</li> <li>• When visibly soiled</li> </ul>	Child Health Clinic
<b>Weekly cleaning logs and when visibly soiled</b>	1. Clinic Room: <ul style="list-style-type: none"> <li>• Alcohol pump dispensers</li> <li>• Syringe rests</li> <li>• Immunizations trays</li> <li>• Cotton ball containers</li> <li>• Desk and counter tops</li> <li>• Exterior of Anaphylaxis bag</li> </ul> 2. Reception Desk area	<ul style="list-style-type: none"> <li>• Once a week</li> <li>• When visibly soiled</li> </ul>	Child Health Clinic  Reception
<b>Monthly cleaning logs and when visibly soiled</b>	<ul style="list-style-type: none"> <li>• Professional bags</li> <li>• Carts</li> <li>• Items within the bag/cart/kit</li> <li>• Vaccine bags</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly</li> <li>• When visibly soiled</li> </ul>	Various: e.g. Dental, Healthy Beginnings, Antenatal, SART, IIF, EIP, CCI
<b>Between School rounds and when visibly soiled</b>	<ul style="list-style-type: none"> <li>• Professional bags</li> </ul>	<ul style="list-style-type: none"> <li>• Between rounds (i.e., end of December, end of February, and end of May)</li> </ul>	School
<b>Mass Immunization Influenza bags and when visibly soiled</b>	<ul style="list-style-type: none"> <li>• Supply bags</li> </ul>	<ul style="list-style-type: none"> <li>• End of Influenza Campaign</li> </ul>	Mass Influenza Immunization
<b>Annual cleaning logs and when visibly soiled</b>	<ul style="list-style-type: none"> <li>• Storage rooms and cupboards</li> <li>• Shelves</li> <li>• Drawers</li> <li>• Vaccine fridge</li> <li>• Ice packs, gel packs</li> <li>• Freezer</li> <li>• HB room</li> </ul>	<ul style="list-style-type: none"> <li>• Yearly</li> <li>• When visibly soiled</li> </ul>	Health Centers
<b>When used</b>	<ul style="list-style-type: none"> <li>• Education Kits/Displays</li> </ul>	<ul style="list-style-type: none"> <li>• When used</li> </ul>	Various

### Daily Cleaning Log for Health Centre

- Clean and disinfect infant weight scales, measuring boards and change table surfaces four times per day during daytime clinics and twice on evening clinics as well as when visibly soiled.

*Initial when cleaning and disinfecting complete.*

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
<b>Week 1</b>	10:30 AM		10:30 AM		10:30 AM		10:30 AM		10:30 AM		10:30 AM	
	12:30 PM		12:30 PM		12:30 PM		12:30 PM		12:30 PM		12:30 PM	
	2:30 PM		2:30 PM		2:30 PM		2:30 PM		2:30 PM		2:30 PM	
	4:30 PM		4:30 PM		4:30 PM		4:30 PM		4:30 PM		4:30 PM	
	6:30 PM		6:30 PM		6:30 PM		6:30 PM		6:30 PM		6:30 PM	
	8:30 PM		8:30 PM		8:30 PM		8:30 PM		8:30 PM		8:30 PM	
<b>Week 2</b>	10:30 AM		10:30 AM		10:30 AM		10:30 AM		10:30 AM		10:30 AM	
	12:30 PM		12:30 PM		12:30 PM		12:30 PM		12:30 PM		12:30 PM	
	2:30 PM		2:30 PM		2:30 PM		2:30 PM		2:30 PM		2:30 PM	
	4:30 PM		4:30 PM		4:30 PM		4:30 PM		4:30 PM		4:30 PM	
	6:30 PM		6:30 PM		6:30 PM		6:30 PM		6:30 PM		6:30 PM	
	8:30 PM		8:30 PM		8:30 PM		8:30 PM		8:30 PM		8:30 PM	
<b>Week 3</b>	10:30 AM		10:30 AM		10:30 AM		10:30 AM		10:30 AM		10:30 AM	
	12:30 PM		12:30 PM		12:30 PM		12:30 PM		12:30 PM		12:30 PM	
	2:30 PM		2:30 PM		2:30 PM		2:30 PM		2:30 PM		2:30 PM	
	4:30 PM		4:30 PM		4:30 PM		4:30 PM		4:30 PM		4:30 PM	
	6:30 PM		6:30 PM		6:30 PM		6:30 PM		6:30 PM		6:30 PM	
	8:30 PM		8:30 PM		8:30 PM		8:30 PM		8:30 PM		8:30 PM	
<b>Week 4</b>	10:30 AM		10:30 AM		10:30 AM		10:30 AM		10:30 AM		10:30 AM	
	12:30 PM		12:30 PM		12:30 PM		12:30 PM		12:30 PM		12:30 PM	
	2:30 PM		2:30 PM		2:30 PM		2:30 PM		2:30 PM		2:30 PM	
	4:30 PM		4:30 PM		4:30 PM		4:30 PM		4:30 PM		4:30 PM	
	6:30 PM		6:30 PM		6:30 PM		6:30 PM		6:30 PM		6:30 PM	
	8:30 PM		8:30 PM		8:30 PM		8:30 PM		8:30 PM		8:30 PM	
<b>Week 5</b>	10:30 AM		10:30 AM		10:30 AM		10:30 AM		10:30 AM		10:30 AM	
	12:30 PM		12:30 PM		12:30 PM		12:30 PM		12:30 PM		12:30 PM	
	2:30 PM		2:30 PM		2:30 PM		2:30 PM		2:30 PM		2:30 PM	
	4:30 PM		4:30 PM		4:30 PM		4:30 PM		4:30 PM		4:30 PM	
	6:30 PM		6:30 PM		6:30 PM		6:30 PM		6:30 PM		6:30 PM	
	8:30 PM		8:30 PM		8:30 PM		8:30 PM		8:30 PM		8:30 PM	

#### Initial Key

	Initial	Print Name	Initial	Print Name	Initial	Print Name

**Cross off days and times when there are no clinics.  
Logs to be kept for 3 years.**

## Daily Cleaning Log for Health Centre

Clean and disinfect preschool/adult weight scale.

- 
- Clean and disinfect preschool/adult weight scale.
  - Reminder: if client not wearing socks, place a paper barrier on scale.
- 

*Date and initial when cleaning and disinfecting complete.*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1						
Week 2						
Week 3						
Week 5						

### Initial Key

	Initial	Print Name	Initial	Print Name	Initial	Print Name

**Cross off days and times when there are no clinics.  
Logs to be kept for 3 years.**

## Daily Cleaning Log for Fridges and Freezers Door Handles

Clean and disinfect fridges and freezer door handles daily.  
Can be done at the same time as the temperature is logged.

*Date and initial when cleaning and disinfecting complete.*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Week 1</b>						
<b>Week 2</b>						
<b>Week 3</b>						
<b>Week 5</b>						

### Initial Key

	Initial	Print Name	Initial	Print Name	Initial	Print Name

**Cross off days and times when there are no clinics.  
Logs to be kept for 3 years.**

## DAILY CLEANING LOG – Reception Area

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- Remove all items from desk top
  - Clean and disinfect
  - **Reminder: when using shared items such as phones, keyboards and mouse, perform hand hygiene before use and follow respiratory etiquette. Clean and disinfect with an appropriate cleaner (check manufacturer's directions) between users. Ensure wipe is damp not wet. Some cleaners deteriorate the plastic screens on phones: do not clean.**
- 

*Date and initial when cleaning and disinfecting completed.*

Item Name	Week 1	Week 2	Week 3	Week 4	Week 5
Reception Area 1					
Reception Area 2					
Reception Area 3					
Reception Area 4					
Reception Area 5					

### Initial Key

Initial	Print Name

**Logs to be kept for 3 years.**

## DAILY CLEANING LOG – Child Health Clinic Room

- Done at the beginning of the day
- Clean and disinfect working space
- Include high touch areas such as door knobs and light switches
- **Reminder: clean and disinfect between clients if there is visible soiling or excessive coughing or sneezing.**

*Date and initial when cleaning and disinfecting completed.*

Item Name	Week 1	Week 2	Week 3	Week 4	Week 5
Clinic Room 1					
Clinic Room 2					
Clinic Room 3					
Clinic Room 4					
Clinic Room 5					

### Initial Key

Initial	Print Name

Logs to be kept for 3 years.

## WEEKLY CLEANING LOG – Child Health Clinic

### Clinic Room

- Remove everything off desk and counter top
- Clean and disinfect: alcohol pump dispensers, syringe rests, immunization trays and desk top containers, exterior of Anaphylaxis kits etc.
- **Weekly cleaning – day to be determined by Health Center**

*Date and initial when cleaning completed*

Item Name	Week 1	Week 2	Week 3	Week 4	Week 5
Clinic Room (1)					
Clinic Room (2)					
Clinic Room (3)					
Clinic Room (4)					
Clinic Room (5)					

### Initial Key

Initial	Print Name

**Cross off rooms not being used.  
Logs to be kept for 3 years.**



## Monthly Cleaning Log for Professional Bags/Carts/Kits

- Remove contents.
- Inspect contents to ensure the integrity of the sterile packaging is maintained.
- Discard bags of cotton balls, etc.
- Clean and disinfect contents of bag/cart/kit.
- Liquids must be in spill and leak proof containers to prevent contaminating supplies.
- Clean and disinfect inside of bag.
- Clean outside of bag.
- Perform hand hygiene.
- Restock bag with clean supplies.

*Date and Initial when cleaning and disinfecting completed*

Item Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

### Initial Key

Initial	Print Name

**Add names of staff for professional bags and/or cart kit.**

**Cross off columns when bags/carts/kits not being used i.e. maternity leave, vacation.**

**School bags cleaned and disinfected between rounds (i.e. end of December, end of February, and end of May.**

**Mass Influenza Immunization bags cleaned and disinfected at the beginning and end of the campaign.**

**Logs to be kept for 3 years.**

### Yearly Cleaning Log

Storage cupboards – Shelves/Drawers  
 Ice packs, gel packs  
 Vaccine Refrigerators  
 Freezer  
 HB Room  
 Anaphylaxis Kit-Internal

- 
- Remove contents from shelves or drawers. Clean, disinfect and dry. Restock shelves/drawers.
  - Inspect contents to ensure the integrity of packaging, expiry date, rotation of stock, etc.
  - Remove contents from Anaphylaxis kits. Clean, disinfect and dry. Replace contents.
  - Wipe individual gel/ice packs with a clean cloth using mild soapy water, rinse and dry.
- 

*Date and initial when cleaning and disinfecting completed.*

Item Name	Date	Initial

### Initial Key

Initial	Print Name

Add specific storage cupboards/drawers/fridge/freezer name to column.

Logs to be kept for 3 years.