

Public Health Cleaning Logs

Note: This document is intended to support AHS ambulatory clinics operations during the COVID-19 pandemic. Refer to the appropriate AHS websites for a comprehensive listing of all [Infection Prevention and Control](#) (IPC) or [COVID-19](#) specific resources. All AHS facilities must maintain compliance with all applicable [Public Health Orders](#) issued by the Government of Alberta. If you have any questions or comments, contact ipcsurvstdadmin@ahs.ca

1. Cleaning Logs

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.

2. 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 completed.

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.

3. Cleaning highlights

Use a two-step process. All items must first be cleaned to remove soil prior to disinfection. The first step of cleaning may be achieved by using soap and water OR a low-level disinfectant (LLD) wipe. The second step is using the LLD wipe for the 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.



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Public Health Cleaning Logs

Summary of Cleaning Logs			
Type of Log	Items	Frequency of Cleaning	Program
Daily cleaning logs Waiting Room Preschool/Adult Weight Scale	<ul style="list-style-type: none"> • Head circumference tapes • Weight Scales (infant & preschool/adult) • Measuring boards • Change table surfaces 	<ul style="list-style-type: none"> • 4 times per day (daytime clinics) • 2 times per day (evening clinics) • When visibly soiled 	Well Child Clinic Health Centre
Reception Area	<ul style="list-style-type: none"> • Reception desk area 	<ul style="list-style-type: none"> • Daily • When visibly soiled 	Health Centre
Fridges/Freezer	<ul style="list-style-type: none"> • Door handles 	<ul style="list-style-type: none"> • Daily 	
Office Nurse Room Healthy Beginnings Room 1 Healthy Beginnings Room 2 Well Child Clinic Room 1 Scales/head tapes Room 1 Well Child Clinic Room 2 Scales/head tapes Room 2 Well Child Clinic Room 3 Scales/head tapes Room 3	<ul style="list-style-type: none"> • Vaccine bags • Workspace, chairs, computers, immunization trays • PIE kit • Head circumference tapes • Weight scales 	<ul style="list-style-type: none"> • Beginning/end of the day • PIE kit – after each use • When visibly soiled 	Healthy Beginnings Well Child Clinic Office Nurse
Weekly cleaning logs	<ul style="list-style-type: none"> • All desk/counter surfaces • Alcohol pump dispenser, cotton ball dispenser, PIE kits, desktop containers, exterior of anaphylaxis kits, nurse on-the-go kits, bins used for head tapes etc. 	<ul style="list-style-type: none"> • Once a week • When visibly soiled 	Well Child Clinic Healthy Beginnings Office Nurse
Monthly cleaning logs	<ul style="list-style-type: none"> • Professional bags • Vaccine bags • School bags • Mass Immunization Influenza bags 	<ul style="list-style-type: none"> • Monthly • Between rounds • When visibly soiled • End of Influenza Campaign 	Various: e.g., Dental, Healthy Beginnings, Antenatal, SART, IIF, EIP CCI, Well Child Clinic, Head Start, Schools, Mass Influenza Immunization
Annual cleaning logs	<ul style="list-style-type: none"> • Storage cupboards/shelves/drawers (throughout clinic rooms) • Ice packs, gel packs, freezer, vaccine refrigerators, anaphylaxis kit (internal) 	<ul style="list-style-type: none"> • Yearly • When visibly soiled 	Health Centers

Health Centre: _____

Month: _____

Daily Cleaning Log – Waiting Room

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

Date and Initial when cleaning and disinfecting completed

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	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
Week 2	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
Week 3	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
Week 4	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
Week 5	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.

For more information contact
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Health Centre: _____

Month: _____

Daily Cleaning Log – Reception Area

- Remove all items from desktop, then 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; use AHS approved product.

Date and Initial when cleaning and disinfecting completed

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Week 1	Reception		Reception		Reception		Reception		Reception		Reception	
	1		1		1		1		1		1	
	2		2		2		2		2		2	
Week 2	Reception		Reception		Reception		Reception		Reception		Reception	
	1		1		1		1		1		1	
	2		2		2		2		2		2	
Week 3	Reception		Reception		Reception		Reception		Reception		Reception	
	1		1		1		1		1		1	
	2		2		2		2		2		2	
Week 4	Reception		Reception		Reception		Reception		Reception		Reception	
	1		1		1		1		1		1	
	2		2		2		2		2		2	
Week 5	Reception		Reception		Reception		Reception		Reception		Reception	
	1		1		1		1		1		1	
	2		2		2		2		2		2	
	Reception		Reception		Reception		Reception		Reception		Reception	
	3		3		3		3		3		3	

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.

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Health Centre: _____

Month: _____

Daily Cleaning Log – 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 completed

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1							
Week 2							
Week 3							
Week 4							
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.

Health Centre: _____

Month: _____

Daily Cleaning Log - 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 completed

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1							
Week 2							
Week 3							
Week 4							
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.

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Public Health Cleaning Logs | 6



Health Centre: _____

Month: _____

Daily Cleaning Log – Office Nurse Room

- Vaccine bags cleaned/disinfected at start of day
- Clean and disinfect working space, chairs, computers, keyboard and mouse and high touch areas
- PIE kit contents after each use
- Reminder: Clean and disinfect between clients if there is visible soiling or excessive coughing or sneezing

Date and Initial when cleaning and disinfecting completed

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Week 1	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 2	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 3	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 4	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 5	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	

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.

Health Centre: _____

Month: _____

Daily Cleaning Log – Healthy Beginnings Room #1

- Vaccine bags cleaned/disinfected at start of day
- Clean and disinfect working space, chairs, computers, keyboard and mouse and high touch areas
- PIE kit contents after each use
- Reminder: Clean and disinfect between clients if there is visible soiling or excessive coughing or sneezing

Date and Initial when cleaning and disinfecting completed

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Week 1	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 2	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 3	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 4	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 5	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	

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.

Health Centre: _____

Month: _____

Daily Cleaning Log – Healthy Beginnings Room #2

- Vaccine bags cleaned/disinfected at start of day
- Clean and disinfect working space, chairs, computers, keyboard and mouse and high touch areas
- PIE kit contents after each use
- Reminder: Clean and disinfect between clients if there is visible soiling or excessive coughing or sneezing

Date and Initial when cleaning and disinfecting completed

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Week 1	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 2	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 3	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 4	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 5	AM		AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	

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.

Health Centre: _____

Month: _____

Daily Cleaning Log – Well Child Clinic Room #1

- Vaccine bags cleaned/disinfected at start of day
- Clean and disinfect working space, chairs, computers, keyboard and mouse and high touch areas
- PIE kit contents after each use
- Reminder: Clean and disinfect between clients if there is visible soiling or excessive coughing or sneezing

Date and Initial when cleaning and disinfecting completed

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Week 1	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 2	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 3	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 4	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 5	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	

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.

Health Centre: _____

Month: _____

Daily Cleaning Log – Scales/Head tapes Room #1

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

Date and Initial when cleaning and disinfecting completed

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Week 1	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	
Week 2	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	
Week 3	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	
Week 4	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	
Week 5	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.

For more information contact
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Health Centre: _____

Month: _____

Daily Cleaning Log – Well Child Clinic Room #2

- Vaccine bags cleaned/disinfected at start of day
- Clean and disinfect working space, chairs, computers, keyboard and mouse and high touch areas
- PIE kit contents after each use
- Reminder: Clean and disinfect between clients if there is visible soiling or excessive coughing or sneezing

Date and Initial when cleaning and disinfecting completed

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Week 1	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 2	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 3	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 4	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 5	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	

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.

Health Centre: _____

Month: _____

Daily Cleaning Log – Scales/Head tapes Room #2

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

Date and Initial when cleaning and disinfecting completed

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Week 1	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	
Week 2	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	
Week 3	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	
Week 4	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	
Week 5	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.

For more information contact
ipcsurvstdadmin@ahs.ca
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Health Centre: _____

Month: _____

Daily Cleaning Log – Well Child Clinic Room #3

- Vaccine bags cleaned/disinfected at start of day
- Clean and disinfect working space, chairs, computers, keyboard and mouse and high touch areas
- PIE kit contents after each use
- Reminder: Clean and disinfect between clients if there is visible soiling or excessive coughing or sneezing

Date and Initial when cleaning and disinfecting completed

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Week 1	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 2	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 3	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 4	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	
Week 5	AM		AM		AM		AM		AM		AM	
	PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening		PM/ Evening	

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.

For more information contact
ipcsurvstdadmin@ahs.ca
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 IPC Revised: June 2023

Health Centre: _____

Month: _____

Daily Cleaning Log – Scales/Head tapes Room #3

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

Date and Initial when cleaning and disinfecting completed

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Week 1	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	
Week 2	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	
Week 3	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	
Week 4	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	
Week 5	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.

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Health Centre: _____

Month: _____

Weekly Cleaning Logs Room _____

- Remove everything off desk and countertop. Clean and disinfect all surfaces.
- Clean and disinfect: Alcohol pump dispensers, cotton ball dispensers, PIE kits, desk top containers, exterior of anaphylaxis kits etc. Nurses on-the-go kits and bins used for head tapes.
- Weekly cleaning – day to be determined by Health Centre

Date and initial when cleaning completed

Rooms	Week 1	Week 2	Week 3	Week 4	Week 5
Clinic Room (1)					
Clinic Room (2)					
Clinic Room (3)					
HB Room (1)					
HB Room (2)					
Office Nurse					

Initial	Print name

Health Centre: _____
 Year: _____

Monthly Cleaning Log - Professional and Vaccine Bags

- Remove contents of bag; clean and disinfect inside/outside of the bag.
- Inspect the contents to ensure the integrity of sterile packaging is maintained and discard opened packages.
- Clean and disinfect contents of the bag.
- Liquids must be in spill/leak proof containers to prevent contaminating supplies.
- Replace bubble wrap.

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, e.g., maternity leave, vacation.

Logs to be kept for 3 years.

Health Centre: _____
 Year: _____

Monthly Cleaning Log

- School bags**
- Mass Immunization Influenza bags**

- Remove contents of bag; clean and disinfect inside/outside of the bag.
- Inspect the contents to ensure the integrity of sterile packaging is maintained and discard opened packages.
- Clean and disinfect contents of the bag.
- Liquids must be in spill/leak proof containers to prevent contaminating supplies.
- Replace bubble wrap.

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 school, immunization supply and vaccine bags.

Logs to be kept for 3 years.

Health Centre: _____

Year: _____

Yearly Cleaning Log

- Storage cupboards – Shelves/drawers throughout the clinic
- Ice packs, gel packs, freezer
- Vaccine refrigerators
- 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.