

IMMUNIZATION PROGRAM/CLINIC CLEANING FREQUENCY SCHEDULE

The following are the recommended cleaning frequency guidelines for immunization sites/clinics. This cleaning checklist would be used for a clinic that would open for the day. If the clinic is going to be open for a portion of the day, the schedule would be adapted to the number of hours it would be open.

These are minimum guidelines that should be followed. If a surface/item is visibly soiled or an area appears to be cluttered or dirty, it must be cleaned immediately.

Wet contact time is the amount of time that a disinfectant needs to stay on a surface/item in order to ensure it is effective. The wet contact time for the product being used must be followed to ensure appropriate cleaning and disinfection.

Tier 1 Areas

Tier 1 areas are considered non-clinical office and common space.

All tier 1 surfaces must be wiped down with an approved disinfectant product at the frequencies detailed in the following tables even if they appear clean to the eye.

Tier 1 - Area A: Washrooms

Tier 1 - Area B: Lounge, waiting and reception areas, entrances, exits, corridors, meeting and planning rooms, elevators, stairwells

Tier 1 - Area C: Offices, miscellaneous rooms/areas

Tier 1 - Area D: Kitchens, coffee stations, staff rooms

Tier 2 Areas

Tier 2 areas are considered medical/clinical space.

All tier 2 surfaces must be wiped down with an approved disinfectant product at the frequencies detailed in the following tables even if they appear clean to the eye.

Tier 2 - Area A: Vaccine administration area, examination/treatment rooms, vaccine draw up area, clinical supply storage (vaccines, immunization supplies, PPE)

Tier 2 - Area B: Washrooms

Tier 2 - Area C: Post-immunization recovery area, lounge, waiting and reception areas, meeting rooms

Public health reserves the right to test surfaces using an ATP testing method, black light test, or other applicable testing method at any time during the term of the contract to ensure cleaning is being completed per the terms of the contract.

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Tier 1 - Area A: Washrooms	Twice a Day	Daily	Weekly	Bi-weekly	Monthly	Quarterly	Semi-Annually	Annually	As Required
Call Cord (if applicable)	X								
Change Table/Counter	X								
Commode Chair	X								
Cubicle Walls & Cubicle Door	X								
Dispenser: Paper Towel	X								
Dispenser: Soap & hand rub	X								
Dispenser: Toilet Paper	X								
Dispenser: Sanitary Napkins	X								
Door Knobs/Handle & surrounding area	X								
Floor: Sweep & Damp mop	X								
Grab Rail	X								
Hand Dryer	X								
Light switches	X								
Linen Hamper	X								
Cabinet / Shelf	X								
Mirror	X								
Sink, Fixtures, & Countertops	X								
Toilet/Urinal	X								
Walls (spot clean)		X							
Waste Container		X							
Windows & other glass / Plexiglas surfaces (spot clean only)		X							
Ceiling								X	
Wall Fixtures				X					
Floor: Scrub (thorough clean)				X					
Baseboards					X				
Ledges & Pipes					X				
Light Fixtures					X				
Radiator					X				
Vents: vacuumed					X				
Doors					X				
Floor: Buff/Burnish - do not use wax if surface is no-wax vinyl flooring							X		
Signage							X		
Walls (thorough clean)							X		

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Window Coverings							X		
All Other Surfaces									X

Tier 1 - Area B:	Twice a Day	Daily	Weekly	Bi-weekly	Monthly	Quarterly	Semi-Annually	Annually	As Required
Lounge, waiting and reception areas, entrances, exits, corridors, meeting and planning rooms, elevators, stairwells									
Chairs in waiting/reception area		X							
Door Knobs/Handles & surrounding area		X							
Elevator buttons (in & out)		X							
Floor: Sweep & Damp mop		X							
Water Fountain		X							
Light switches		X							
Reception desk		X							
Stool/Chairs		X							
Table		X							
Telephone		X							
Waste Container		X							
Carpet: Vacuum		X							
Counter		X							
Shelf		X							
Stair Railing/Banister		X							
Selfie Station/Other Frequently Touched Posters/Stands		x							
Windows & other glass / Plexiglas (spot clean)			X						
Window ledges - dust			X						
Chair: Vacuum all fabric surfaces & wash all washable surfaces			X						
Couch/Bench: Vacuum all fabric surfaces & wash all washable surfaces			X						
Mirror			X						
Coat Rack			X						
Elevator walls				X					
Walls (spot clean)				X					
Wall Fixtures				X					
White Boards/Chalk Board - use a product specifically formulated for cleaning white boards				X					
Floor: Scrub (thorough clean)				X					
Artificial plants					X				
Baseboards					X				

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Door Tracks					X				
Lamp					X				
Ledges/Pipes					X				
Light Fixtures					X				
Radiator					X				
Television (if applicable) (more frequent if visibly dirty)					X				
Vents: vacuumed					X				
Doors					X				
Carpet: Shampoo								X	
Ceiling							X		
Clock							X		
Signage							X		
Floor: Buff/Burnish - do not use wax if surface is no-wax vinyl flooring							X		
Pictures Etc.							X		
Walls (thorough clean)							X		
Window Coverings							X		
Carpet: Spot Cleaning									X
All Other Surfaces									X

Tier 1 - Area C: Offices, Miscellaneous Rooms/Areas	Twice a Day	Daily	Weekly	Bi-weekly	Monthly	Quarterly	Semi-Annually	Annually	As Required
Waste Container			X						
Floor: Sweep & Damp mop (if vinyl flooring)			X						
Light switches			X						
Windows & other glass / Plexiglas surfaces (spot clean only)				X					
Window ledges - dust				X					
Carpet: Vacuum				X					
Chair: Vacuum all fabric surfaces & wash all washable surfaces				X					
Counter				X					
Plastic floor mat under desk chair - damp mop				X					
Table				X					
Telephone				X					

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Walls/Partitions (spot clean): Vacuum all fabric surfaces & wash all washable surfaces				X					
Floor: Scrub (thorough clean)					X				
Lamp					X				
Ledges & Pipes					X				
Light Fixtures					X				
Coat Rack					X				
Desk unit, hutch, & cabinet					X				
Lockers					X				
Radiator					X				
Stool/Chair					X				
Vents: vacuumed					X				
Baseboards							X		
Carpet: Shampoo							X		
Ceiling								X	
Clock							X		
Floor: Buff/Burnish - do not use wax if surface is no-wax vinyl flooring							X		
Pictures, Etc.							X		
Walls / Partitions (thorough clean): Vacuum all fabric surfaces & wash all washable surfaces							X		
Window Coverings							X		
Carpet: Spot Clean									X
White Boards/Chalk Board - use a product specifically formulated for cleaning white boards									X
All Other Surfaces									X

Tier 1 - Area D:	Twice a Day	Daily	Weekly	Bi-weekly	Monthly	Quarterly	Semi-Annually	Annually	As Required
Kitchens, Coffee Stations, Staff Rooms									
Dispenser: Paper Towel	X								
Dispenser: Soap & hand rub	X								
Door Knobs/Handles & surrounding area	X								
Water Fountain	X								
Floor: Sweep & Damp Mop		X							
Stool/Chairs		X							
Table		X							
Telephone		X							

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Waste Container		X						
Counter		X						
Light switches		X						
Chair: Vacuum all fabric surfaces & wash all washable surfaces			X					
Couch / Bench (Vacuum all fabric surfaces & wash all washable surfaces)			X					
Linen Hamper			X					
Sink & Fixtures			X					
Coat Rack			X					
Windows & other glass / Plexiglas (spot clean)				X				
Window ledges - dust				X				
Cabinet / Cupboard				X				
Carpet: Vacuum				X				
Microwave (interior & exterior)				X				
Mirror				X				
Walls (spot clean)				X				
Fridge (exterior)				X				
Shelf				X				
Wall Fixtures					X			
Baseboards					X			
Floor: Scrub (thorough clean)					X			
Lamp					X			
Ledges & Pipes					X			
Light Fixtures					X			
Fridge (interior): days cleaning is done will be determined by Site Manager					X			
Lockers					X			
Radiator (bi-weekly if visibly dusty)					X			
Vents: vacuumed					X			
Door					X			
Carpet: Shampoo						X		
Ceiling							X	
Clock						X		
Signage						X		
Fire Extinguisher						X		
Floor: Buff/Burnish - do not use wax if surface is no-wax vinyl flooring						X		
Pictures, Etc.						X		
Walls (thorough clean)						X		
Window Coverings						X		

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Carpet: Spot Clean		<input type="checkbox"/>								X
All Other Surfaces		<input type="checkbox"/>								X

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Tier 2 - Area A Vaccine administration area, examination/treatment rooms, vaccine draw up area, clinical supply storage (vaccines, immunization supplies, PPE)	Twice a Day	Daily	Weekly	Bi-weekly	Monthly	Quarterly	Semi-Annually	Annually	As Required
Chairs/Stool		X							
Counter		X							
Cupboards/Cabinets (external only)		X							
Desk/Table		X							
Dispensers: Paper Towel		X							
Dispensers: Soap & hand rub		X							
Door/Signage		X							
Floor: Sweep & Damp mop		X							
Lamp		X							
Light switches		X							
Sink & Fixtures		X							
Telephone		X							
Walls & Baseboards (spot clean)		X							
Waste Container - new garbage bag required daily		X							X
Windows & other glass / Plexiglas surfaces (spot clean only)		X							
All other horizontal surfaces not listed in this table		X							
Room Dividers		X							
Linen Hamper		X							
Fridge/Freezer – external only			X						
Baseboards (thorough clean)			X						
Ceiling								X	
Clock			X						
Fire Extinguishers			X						
Floor: Scrub (thorough clean)			X						
Ledges & Pipes			X						
Light Fixtures			X						
Pictures			X						
Radiator			X						
Shelf			X						
Television (if applicable)			X						
Vents: vacuumed			X						
Wall Fixtures			X						

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White Board - use a product specifically formulated for cleaning white boards			X						
Window Coverings/Curtains			X						
Windows & other glass / Plexiglas (spot clean)			X						
Window ledges - dust			X						
Walls (thorough clean)						X			
Floor: Buff/Burnish - do not use wax if surface is no-wax vinyl flooring							X		
All Other Surfaces									X

Tier 2 - Area B:									
Washrooms	Twice a Day	Daily	Weekly	Bi-weekly	Monthly	Quarterly	Semi-Annually	Annually	As Required
Call Cord (if applicable)	X								
Change Table/Counter	X								
Commode Chair	X								
Cubicle Walls & Cubicle Door	X								
Dispenser: Paper Towel	X								
Dispenser: Soap & hand rub	X								
Dispenser: Toilet Paper	X								
Dispenser: Sanitary Napkins	X								
Door Knobs/Handles & surrounding area	X								
Floor: Sweep & Damp mop	X								
Grab Rail	X								
Hand Dryer	X								
Light switches	X								
Linen Hamper	X								
Cabinet / Shelf	X								
Mirror	X								
Sink, Fixtures, & Countertops	X								
Toilet/Urinal	X								
Walls (spot clean)		X							
Waste Container		X							
Windows & other glass / Plexiglas surfaces (spot clean only)		X							
Windows & other glass / Plexiglas (spot clean)			X						
Window ledges - dust			X						
Ceiling								X	
Wall Fixtures				X					

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Baseboards					X				
Floor: Scrub (thorough clean)					X				
Ledges & Pipes					X				
Light Fixtures					X				
Doors					X				
Radiator					X				
Vents: vacuumed					X				
Floor: Buff/Burnish - do not use wax if surface is no-wax vinyl flooring							X		
Signage							X		
Walls (thorough clean)							X		
Window Coverings							X		
All Other Surfaces									X

Tier 2 - Area C: Post-immunization recovery area, lounge, waiting and reception areas, meeting rooms	Twice a Day	Daily	Weekly	Bi-weekly	Monthly	Quarterly	Semi-Annually	Annually	As Required
Chairs in post immunization recovery area/waiting and reception area		X							
Door Knobs/Handles & surrounding area		X							
Water Fountain		X							
Floor: Sweep & Damp mop		X							
Stools/Chairs		X							
Desk/Table		X							
Telephone		X							
Waste Container		X							
Counter		X							
Light switches		X							
Windows & other glass / Plexiglas (spot clean)			X						
Carpet: Vacuum			X						
Chair: Vacuum all fabric surfaces & wash all washable surfaces			X						
Couch/Bench: Vacuum all fabric surfaces & wash all washable surfaces			X						
Mirror			X						
Coat Rack			X						
Walls (spot clean)				X					
Shelf				X					
Wall Fixtures				X					

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White Boards/Chalk Board - use a product specifically formulated for cleaning white boards				X					
Baseboards					X				
Door Tracks					X				
Floor: Scrub (thorough clean)					X				
Lamp					X				
Ledges/Pipes					X				
Light Fixtures					X				
Radiator					X				
Television (if applicable) (more frequent if visibly dirty)					X				
Vents: vacuumed					X				
Doors					X				
Carpet: Shampoo							X		
Ceiling								X	
Clock							X		
Signage							X		
Floor: Buff/Burnish - do not use wax if surface is no-wax vinyl flooring							X		
Pictures Etc.							X		
Walls (thorough clean)							X		
Window Coverings							X		
Carpet: Spot Cleaning									X
All Other Surfaces									X