

Daily/Monthly Cleaning Log for Secondary Engineering Controls

		SUN	MON	TUE	WED	THU	FRI	SAT	
		Insert actual date ➔							
DAILY Cleaning Activities									
Cleaning Agents used:		Insert "LI" for Lysol IC or "P" for PeridoxRTU*** ➔							
Daily Hazardous Drug Buffer Area	Empty trash before cleaning and replace bag								
	Door handles/telephones/intercoms/computer equipment/printers								
	Horizontal surfaces of pass-thru (if applicable)/carts/shelving								
	Horizontal surfaces of chairs/stools/benches								
	Floors (including pass thru if applicable)								
Daily Non Hazardous Buffer & Ante Areas	Empty trash before cleaning and replace bag								
	Door handles/telephones/intercoms/computer equipment/printers								
	Horizontal surfaces of pass-thru (if applicable)/carts/shelving								
	Horizontal surfaces of chairs/stools/benches								
	Floors (including pass thru if applicable)								
MONTHLY Cleaning Activities									
Cleaning Agents used:		Insert "LI" for Lysol IC or "P" for PeridoxRTU*** ➔							
Monthly Hazardous Drug Buffer Area (+ daily)	Decontaminate & clean surfaces of ceiling (ceiling tiles, lights, HEPAs, sprinklers)								
	Decontaminate & clean surfaces of walls including returns & other irregular surfaces								
	Decontaminate & clean all outside surfaces of PECs except front surface								
	Decontaminate & clean surfaces of pass-thru, furniture, trash bins and front of PECs								
	Decontaminate & clean all surfaces of open storage bins, outside surface of closed storage bins, carts, trash and shelving.								
	Decontaminate & clean surfaces of HD drug storage and refrigerator if applicable								
	Decontaminate & clean floor (including pass thru if applicable)								
Monthly Non Hazardous Buffer & Ante Areas (+daily)	All surfaces of ceiling (ceiling tiles, lights, HEPAs, sprinklers)								
	All surfaces of walls including returns and other irregular surfaces								
	All surfaces of any furniture, trash bins, outside PECs								
	All surfaces inside and out of storage bins								
Initials of Pharmacy Manager Checking Cleaning ➔									

Directions: Perform all cleaning according to detail specified in written SOP. Service Technician performing each activity must initial in each daily or monthly square. Write N/A and draw arrow through any task not due or required by SOP. An asterisk (*) next to the staff initials designates that a three time clean was performed (additional documentation on Three Time Clean Form must be completed)

***PeridoxRTU must be used as the monthly cleaning agent used in the Hazardous Drug Buffer room as well as weekly on non monthly clean weeks in the Hazardous Drug buffer room since it has been validated as both a sporicidal agent and a decontamination agent. PeridoxRTU will also be used weekly in lieu of Lysol IC in the anteroom and non hazardous buffer room.