

### Twice daily maintenance checklist

Category	Specific item	Morning	Evening
Site Layout (as per initial layout)	Tables – Social distance applicable		
	Chairs – Social distance applicable		
	Clear way finding signage		
Site prep	Working hours of vaccination site displayed		
	Vaccination stations numbered / or direction available		
	All staff are wearing uniforms		
	All staff are wearing name tags		
	All staff allocated PPE		
Cleaning as per National IPC Manual	Vaccination site is clean, all surfaces disinfected		
	Floors cleaned and disinfected		
	Ablution facilities cleaned		
	Hand sanitizer available – at each station		
COVID-19 screening	Covid-19 screening register available		
	Clinical thermometer available for screening		
Administration	Appointment register updated		
IT system	Computers available at each vaccinator, switched on and functional		
	Computers available at each admin, switched on and functional		
	Vaccinator to login on their own account (EVDS)		
	Vaccinator to login out of their own account (EVDS)		
	Admin to login on their own account (EVDS)		
	Admin to login out of their own account (EVDS)		
	Device to record on the Stock Visibility System (SVS)		
	Update SVS		
Vaccine Cold chain compliance	Vaccine monitor identified to ensure integrity of the vaccine		
	Vaccine fridge has power, is switched on, and functional		
	Continuous temperature monitoring device available		
	Ample storage in fridge for vaccines		
	Temperature recorded twice daily		
	If temperature below 2°C and above 8°C, facility manager /responsible site pharmacist notified		
	Thaw vaccine if required (J&J and Pfizer if applicable)		
Emergency trolley	Check Emergency trolley as per Ideal clinic list twice per day and replenish all items		
Consumables replenished	Needles (per vaccine type requirements)		
	Syringes (per vaccine type requirements)		
	Cotton Wool Balls		
	Diluent if applicable		
Healthcare waste	Health care Risk waste disposal - seal and remove to designated storage area		

Category	Specific item	Morning	Evening
	Health care risk waste containers and boxes replenished		
	Health care waste boxes/bags replenished		
Stationery	COVID-19 Screening Forms		
	Consent forms		
	Vaccination forms		
	Vaccination cards		
	Case reporting forms		
	Case investigation forms		
	Adverse events special interest forms		
IEC material	Fact sheets		
	Posters in place at relevant stations		
	Job aids at vaccinator station		