FAQs - Min/Max Temperature Logs

Q1. On the current day we are supposed to record the min/max temps from the prior day? So, on the 2nd for example we are recording the temps from the 1st? And do we actually write those temps in the column of the 2nd or back on the first?

Yes, you should record the min/max from the prior day each day that you are in the clinic. So, on January 2nd, you would record the min/max temperatures from January 1st on the temperature log under January 2nd.

Q2. If we are recording on the current day for the previous day, do we need to record the temps from the last day of the month on the 1st? They would already be in the download sent to the State.

You should record the prior day’s min/max for each day the clinic is open. So, if you are in the clinic on the first day of the month, you should record the previous day’s min/max temp.

Q3. For the exact time are we supposed to put the time we are completing that day’s section of the form and not the times of the min and max from the prior day?

For the time, you should record the time of day that you checked the min/max on the data logger (i.e. record 8:00am if that was the time that you checked the min/max temps that day).

Q4. For room temperature we would only be able to record the temp for the days we are actually in the office so what do we do for those days the office is closed (like a Sunday or holiday)?

You can leave the columns blank for the days that you were not in the office (i.e., weekends and holidays).

Here is an example of a completed Min/max temp log.

NOTE: this sample has refrigerator temps only; sites that also have frozen vaccine will record freezer min/max temps in the lower section of the log.