

<b>Name:</b>	<b>Dates:</b>				
<b>DAILY</b>	<b>MON.</b>	<b>TUES.</b>	<b>WED.</b>	<b>THURS.</b>	<b>FRI.</b>
Unload autoclave <i>ensure *Sterile*</i>					
Instrument tracker completed SOD					
TV is turned on with no sound					
Prepared for huddle					
Follow "Perfect Patient" appt standard					
Clinical notes complete					
Restock Chair/ Room/ Sterile					
Run lines for your chair					
Shut down and clean chair/room					
Log off Open Dental, shut down xray					
Sterilization counter cleared and instruments caught up					
Towels and blankets into washer and started					
Trash gathered and taken to dumpster (Ch. 1)					
Turn off N2O & suction (Ch. 2)					
Sweep / Spot mop (Ch. 3)					
Bathroom stocked and clean (Ch. 5)					

*If duty was completed by someone else, please put that employees initials in box*

<b>Name:</b>	
<b>WEEKLY</b>	<b>DATE</b>
Print Checklist on Monday Morning	
Maintanance logs completed (spore test/ inventory/ OP traps)	
Sterilization stocked	
Wipe down sink station (Bay, Sterile, Lab)	
Ensure all drawers and storage space is clean and organized sterilization	
Blue dots for week completed	
Turn in checklist to Clinical Manager on Friday	

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