

Opening the Office and Morning Lab Duties

1. ___ Turn on PRGF machine
2. ___ Turn on O2 inside sterilization
3. ___ Turn on water and suction in sterilization
4. ___ Open all rooms 1,2,3,6, consult rooms (and hygiene rooms if hygienists are not there)
 - computers/TV in rooms
 - units in rooms
 - water baths in rooms
 - handpiece lines run for 2 mins (In rooms 2 and 3, you must lift two of the hoses and hang into sink. Press the daily flush button)
 - water bottles full
5. ___ Turn on Itero-password is Cadent
6. ___ Turn on CT scan and computer
7. ___ Turn on AC
8. ___ Fill Ultrasonics
9. ___ Empty cold sterile and put items away
10. ___ Make sure all autoclaves/statim have plenty of water
11. ___ Empty statim jug of all water. Then refill water up to the coils
12. ___ Make sure exam packs are in each room
13. ___ Turn on facial towlette machine and blanket warmer
14. ___ Take garbage cans out to curb on Mon and Thurs
15. ___ Wrap and run any dirty instruments/cassettes
16. ___ On Mon: fill baby wipe warmers with 4x4 and Hibiclens