**Sterilization Lab Maintenance Checksheet**

 Change Bio hazard bag under sink

\_\_\_Unplug both MidMark autoclaves and clean all autoclaves/statim machines.

\_\_\_Drain all water (midmarks and Lisa)

\_\_\_Replace with fresh distilled water

\_\_\_Pull out little filter in bag of machines and run through ultrasonic (midmarks)

\_\_\_Scrub trays down w/ soft scrub

\_\_\_Wipe down all machines in side

\_\_\_Refill all machines with new water

\_\_\_Empty all dirty water in both large and small ultrasonics and refill with fresh water and solution

\_\_\_Run test strips in all autoclaves

\_\_\_Replace white towels on top of towel dispenser

\_\_\_Use stainless steel cleaner on those stainless steel things

\_\_\_Wipe down all counters/back splash

\_\_\_Clean out filter for large ultrasonic every week (under sink)

\_\_\_Be sure all things are stocked and put away (any cleaning supplies needed to be ordered-goes to ESS)

Stock ice packs in sterilization frig

\_\_\_Make any gauze packets, c-sponge packs, articulating paper packets needed

\_\_\_Put floor mats in hallway outside Of sterilization lab

\_\_\_Beginning of each month:

\_\_\_Change cold sterile

\_\_\_Hibiclens (pink solution in gallon jug) changed 1/2 solution, 1/2 water

\_\_\_Milk bath solution changed

\_\_\_Chamber bright used in Lisa- 1/2 pack

**EOW Duties**

\_\_\_Handpieces and hot water baths from rooms removed and sterilized

\_\_\_Do bleach rinse in each bottle

\_\_\_Run Purevac through each suction line

\_\_\_Clean pt. mirrors and lights above each chair

\_\_\_Change traps in each room

\_\_\_Check paper towels/soap dispensers/sharp bins

\_\_\_Shut down rooms (TV,computers,units)

\_\_\_Put batteries for camera on charger

\_\_\_Laundry washed and put away

\_\_\_Stock or have any needed gauze packets, C-sponges, articulating paper packets

\_\_\_Calibrate CT scan and stock CT scan

\_\_\_Pedals up on table, hoses wrapped up, chair raised

\_\_\_All items off counter and put away

**Stock all drawers:**

\_\_\_Air/water syringes \_\_\_Saliva Ejector\_\_\_Small/Lg. white suction\_\_\_Big blue suction\_\_\_Proxa brush(all sizes) \_\_\_Floss threaders\_\_\_Thronton Floss\_\_\_Super floss\_\_\_Regular floss\_\_\_Floss picks\_\_\_Toothpaste\_\_\_Post Op Toothbrush\_\_\_Reg. Toothbrush\_\_\_Disclosing Tablets\_\_\_Bottle of disclosing solution\_\_\_PH Indicator tape\_\_\_Articulating Paper\_\_\_Horseshoe Paper\_\_\_Cellophane \_\_\_Thompson sticks

**Stock all cabinets:**

\_\_\_Topical \_\_\_long and short needles\_\_\_Lidocaine,Carb., Sept., Marc.\_\_\_Gauze packs\_\_\_C-sponges\_\_\_Chlorhexidine\_\_\_monojects\_\_\_Sani-wipes\_\_\_X-ray covers\_\_\_Handpiece\_\_\_Barrier Sleeves\_\_\_TrashBags\_\_\_Kleenex box

\_\_\_Check expiration dates on items when stocking. Place new stocked items on bottom

\_\_\_Have x-ray unit head aiming upwards at all times and barrier changed for Monday

\_\_\_Top off any opticide or disinfectant wipes

\_\_\_Check glove boxes that they are full.

\_\_\_Wrap up BP cords

**Stock the following:**

\_\_\_Consult/RE sheets \_\_\_MH \_\_\_Sx. Cheat sheet \_\_\_Post op sheet\_\_\_UMM\_\_\_Magazine\_\_\_Roll of tape\_\_\_Scissors\_\_\_Black,red pens, Paper clips \_\_\_note pads\_\_\_Pencils

*Updated 1/11/17 \*Highlighted to be done by each asst assigned to their room-LMW rm1, KLD rm2, SAP/SDA rm3,JMS-rm6, TLK-sx.rm2,3,6*