**Opening the Office and Morning Sterile Duties**

1. \_\_\_\_Turn on PRF 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

     - fill water baths in rooms

     - handpiece lines run for 2 mins

     - water bottles full for unit and under counter

        5. \_\_\_\_Turn on Carestream-password is Cadent.

        6.\_\_\_\_Turn on Ct scan and computer.

        7. \_\_\_\_Turn on AC.

        8. \_\_\_\_Fill Ultrasonics with water, then add Enzamax.

        9. \_\_\_\_Place towel on top of cold sterile, open on left counter, 2 open on dirty counter and one folded on top, and folded between sink and ultrasonics

        10. \_\_\_\_Empty cold sterile, rinse, and put items away in appropriate home

       11.\_\_\_\_Make sure all autoclaves/statim have plenty of water

       12. \_\_\_\_Empty statim jug of all water to line.

       13. \_\_\_\_Make sure 5 exam packs are in each room.

       14.\_\_\_\_Turn on facial towlette machine and blanket warmer

       15. \_\_\_\_ Take garbage cans out to curb on Mon and Thurs

       16.\_\_\_\_Wrap and run any dirty instruments/cassettes

       17.\_\_\_\_On Mon: Clean baby wipe warmer and add 4x4 with Hibiclens