Closing Day Checksheet

\_\_\_Turn off all units in each room

\_\_\_Re-start all computers and turn off monitor TV/screen

\_\_\_Turn CT machine off (wall unit) re-start computer

\_\_\_Throw away all used barriers

\_\_\_Put any models, dexis, camera, books, pens etc. away where they belong

\_\_\_Place new barriers up and cover chair with new bag

\_\_\_Empty all trash in operatories, sterilization, consult rooms

\_\_\_Raise up chair, clean pt. mirror

\_\_\_Sweep debris off floor and check for spots-mop if necessary

\_\_\_Check laundry

\_\_\_Be sure that all back doors are locked

\_\_\_Wrap up BP/O2 cords

\_\_\_Turn off O2 inside sterilization (flip lever)

\_\_\_All machines running with dirty instruments

\_\_\_All things put away from clean counter

\_\_\_All items emptied from ultrasonics

\_\_\_Large ultrasonic drained and wiped clean

\_\_\_All items out of the oiler

\_\_\_Light over sink off

\_\_\_This checksheet in CMZ box

*Updated 12/5/16*