

End of Day Checklist 1

Date:

Initial	OP 1
	Clean operatory.
	Close blind.
	Turn off xray unit.
	Turn off bracket tray.
	Log off MacPractice and Skype. Close Safari browser. Put computer to sleep.
	Disassemble slowspeed and spray with oil.
	Turn off chair massager.
	Take out both garbage bags.
	Run vacusol through the lines.
	Sweep operatory out to the hall carpet.
	Turn off light.

Initial	OP 2
	Clean operatory.
	Close blind.
	Turn off xray unit.
	Turn off bracket tray.
	Log off MacPractice and Skype. Close Safari browser. Put computer to sleep.
	Disassemble slowspeed and spray with oil.
	Turn off chair massager.
	Take out both garbage bags.
	Run vacusol through the lines.
	Sweep operatory out to the hall carpet.
	Turn off light.

Initial	OP 3
	Clean operatory.
	Turn off xray unit.
	Turn off bracket tray.
	Log off MacPractice and Skype. Close Safari browser. Put computer to sleep.
	Disassemble slowspeed and spray with oil.
	Turn off chair massager.
	Take out both garbage bags.
	Run vacusol through the lines.
	Sweep operatory out to the hall carpet.
	Turn off light.

Initial	OP 4
	Clean operatory.
	Close blind.
	Turn off xray unit.
	Turn off bracket tray.
	Log off MacPractice and Skype. Close Safari browser. Put computer to sleep.
	Disassemble slowspeed and spray with oil.
	Turn off chair massager.
	Take out both garbage bags.
	Run vacusol through the lines.
	Sweep operatory out to the hall carpet.
	Turn off light.

Initial	General Office
	Make sure all sinks are turned off.
	Take out small garbage under each hall sink.
	Turn off Cerec aquisition unit. Unplug aquisition unit.
	Are there any lab cases in the bin? IF YES GET the doctor IMMEDIATELY!

Initial	General Office
	Turn off Television and Ipod Touch
	Turn radio off.
	Vacuum entire office.
	Turn off all lights
	Turn off suction pumps.
	In winter, turn off heater by front door.
	Unprop and lock outside front door.
	Close blinds in waiting room and front desk area.