

## End of Day Checklist 2

Date:

Initial	Employee Bathroom
	Check and replace air freshner if necessary.
	Refill paper towels.
	Use sani wipes to wipe down toilet. LIFT THE LID and wipe down the toilet and lid.
	If spotty, clean mirror with windex ONLY.
	Clean out sink with sani wipes.
	Make sure toilet paper is filled.
	Fill soap dispenser if necessary.
	Take out garbage.
	Sweep floor out to hallway.
	Mop floor (only if necessary).
	Turn off light.

Initial	Kitchen
	Wash dishes in sink.
	Turn off Keurig.
	Clear computer counter.
	Throw away any old food in fridge.
	Take out garbage.
	Sweep floor out to hallway.
	Mop floor (only if necessary).
	Check and refill air refreshner by sink if necessary.
	Check and refill air freshner in hall if necessary.
	Turn off light.

Initial	Sterilization Area
	Bag all instruments.
	Put away any waiting instruments on top of autoclave.
	Put away things on the counter and wipe it down.
	Remove towels and put in bag. Make sure Missy gets the towels to take home and wash BEFORE we are out of them.
	Before replacing towels, spray and wipe down counter.
	Take out BOTH garbage bags.
	Drain ultrasonic.
	Fill statim with water to above white plastic piece on inside corner only and NOT higher. Dump out some of the statim water from the jug, but leave filled to the mark on bottle.
	Sweep floor out to hallway.
	Mop floor (only if necessary).
	Do NOT start the autoclave OR statim at the end of the day.
	Replace glove boxes if necessary.
	Check and refill BOTH air freshners if necessary.

Initial	Supply Area/Lab
	Turn off Cerec milling unit and oven.
	Wipe off counters.
	Clean out sink.
	Take out garbage.
	Sweep floor out to hallway.
	Mop floor (only if necessary).
	Clean out any impression trays.
	Clean out and dry out any bowls and spatulas.
	Check and refill air freshner if necessary.
	Turn off light.

Initial	X-Ray Room
	Turn off panorex.
	Turn off processor.
	Close Visix and Sidexis programs.
	Log off windows computer.
	Log off MacPractice and close laptop. Take to Missy's office and put on desk.
	Refill barrier sleeves.
	Refill glove box if necessary.
	Take out garbage.
	Sweep floor out to hallway.
	Mop floor (only if necessary).
	Turnoff light.

Initial	Patient Bathroom
	Check and replace air freshner if necessary.
	Refill paper towels.
	Use sani wipes to wipe down toilet. LIFT THE LID and wipe down the toilet and lid.
	If spotty, clean mirror with windex ONLY.
	Clean out sink with sani wipes.
	Make sure toilet paper is filled and there are 4 rolls in cabinet.
	Refill Kleenex box if necessary. Dust white holder if dusty.
	Fill soap if necessary.
	Fill dixie cups if necessary.
	Take out garbage.
	Sweep floor out to hallway.
	Mop floor (only if necessary).
	Turn off light