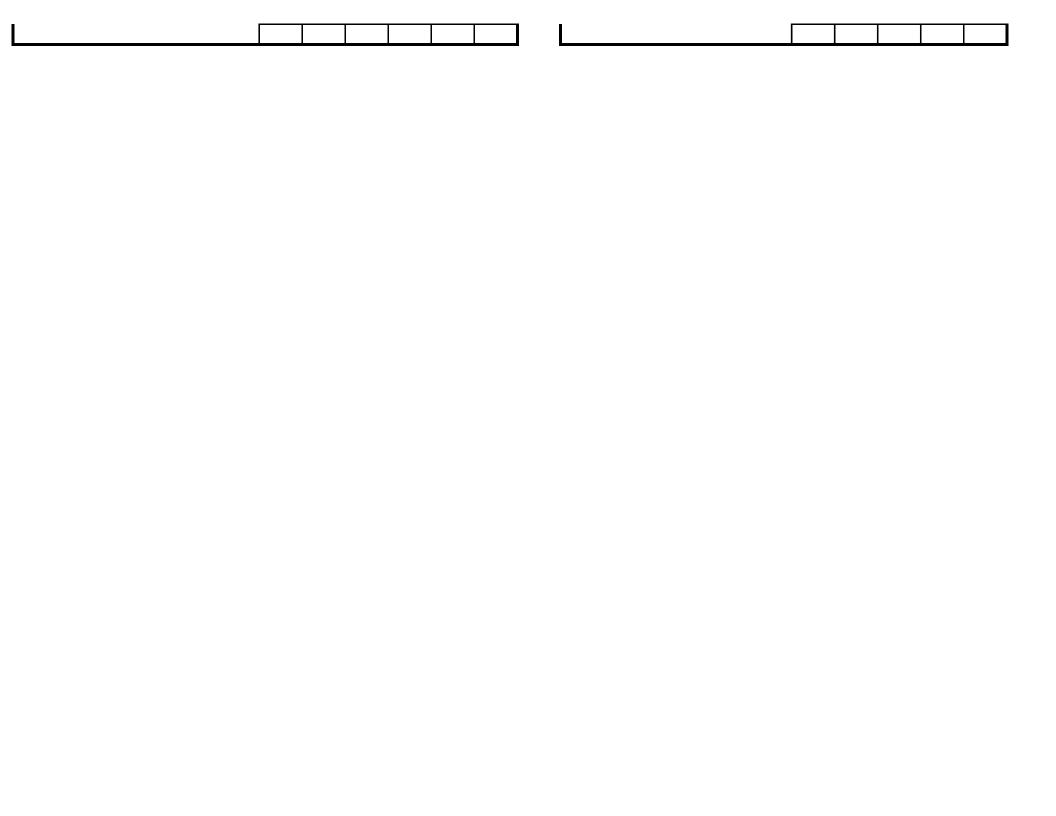
BACK OFFICE REPONSIBILITIES CHECK-OFF								
RESPONSIBILITIES - DAILY	Mon	Tue	Wed	Thur	Fri	Sat		
AM - Turn on X-Ray Machines Turn on Computers & TV Turn on Suctions, Chairs Clean Statim Cassette Fill Ultrasonic Handpieces Refill 2 x 2, Alcohol Jar Tidy & Restock Pouches Restock Operatories Refill Parafin Wax Restock Towel Warmer Refill (sterile) water in A & S Turn off Suction at Lunch Change Saliva Ejector Traps Fill Labslips & Send out Cases								
PM - Empty Towel Warmer Vacusol All Operatories Start Laundry Set-Up for Next Morning Turn Off Chairs, TV, Xray, Suction Start Statim and Leave Running Drain & Wipe Out Ultrasonic Wide Down & Empty Garbage Cans Clean Glass Doors Clean Restrooms Sweep, Mop, Vaccum the Floor								

RESPONSIBILITIES - WEEKLY	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5
Change Traps					
Spore Tests					
Make Birex					
Air (2x Week)					
Flush Eyewash Station					
Clean Autoclave					
Run Water in All Ops					
√ Oxygen & N2O Tank Levels					
√ AED (Auto. Ext. Defibrillator)					
√ Emergency Medical Kit					
√ Water Filters					
\sqrt{Cold} Sterile & Change					
√ Waste Reciprocals					
√ Spa Products & Restock					
Clean Paraffin, Towel Warmer					
Back Office Supplies & Order					
√ Costco Supplies & Order					
Organize Cupboards & Restock					
Clean Mirrors					
Clean Countertops, Sink					
Clean Ops, Chairs, Arms & Base					
Clean Cubby Holes					
Wipe Down Rheostats					
Clean Lab					
Clean Breakroom					
Vacuum Floors		1			
		1			



BACK OFFICE REPONSIBILITIES CHECK-OFF												
RESPONSIBILITIES -MONTHLY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
- 1 2000 (1 11 511)												
Formula 2000 (by the 5th)												
Wash Foot Covers												
Refill Cavi Spray												
4 x 4s Sterilized												
Wipe Picture Frames, Wood Ledge												
Make Goodie Bags												
Change Chemicals												