

### BACK OFFICE REPSONSIBILITIES 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

### BACK OFFICE REPSONSIBILITIES CHECK-OFF

#### 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

√ 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



