

Please fill out and turn in to Doctors monthly. Use Friday as date to finish by. All will help; but, assignment designates one person responsible

Check/change air freshener and candles Check Gleco Trap Change water in Autoclave Drain waste value in distiller Clean out refrigerator & Soap pt Water filter On Monday morning empty stuff from cold sterile Supply PIC: Order, monitor backorders, check for low stock Monthly Week 1 Week 2 Week 3 Week 4 Week 5 Reorganize all tubs, drawers, bins, kits, move extra stuff out Replace Endo Foams and hand files Clean stone grinder sediment out of tray Replace Oil Filters in NSKCare 3 Replace Oil Filters in NSKCare 3 Replace orings in all air water syringes (dr & hygiene) Fill all sharps with stone as needed Clean autoclave Flush all suction lines then replace filters in opps Change suction filters in lab Hand scrub every cassette, use task to track cassette number Check salt level in water softener Clean out/call all bleach cases up front Clean out/call all bleach cases up front Clean out fall are bag every OS instrument & sharpen spoons Check Emergency Oxygen tank level & AED battery status Check Emergency Oxygen tank level & AED battery status Check emergency drug levels that will expire in next quarter Clean and regrease CERFC chuck Change water filter in patient water cooler	responsible							
Week 1	Assistant Monthly Checklist							
Week 2	Daily		Mon	Tues	Wed	Thur	Fri	
Week 3	Initial who completed item: Vacuum/ Mop	Week 1	/	/	/	/	/	
Week 1 / / / / / / / / / / / / / / / / / /		Week 2	/	/	/	/	/	
Week   S		Week 3	/	/	/	/	/	
Weekly  Assignment Week 1 Week 2 Week 3 Week 4 Week 5 Go to Wal-Mart Stock all Dr/Hygiene Drawers Clean parking lot of shopping carts and trash Inspect interior of building for damage &maintenance items Refill Rinse Aid Check/change air freshener and candles Check Glicco Trap Change water in Autoclave Drain waste value in distiller Clean out refrigerator & Soap pt Water filter On Monday morning empty stuff from cold sterile Supply PIC: Order, monitor backorders, check for low stock Monthly Week 1 Week 2 Week 3 Week 4 Week 5  Clean store frigerator & Soap pt Water filter On Monday morning empty stuff from cold sterile Supply PIC: Order, monitor backorders, check for low stock Monthly Week 1 Week 2 Week 3 Week 4 Week 5  Clean store frigerator & Soap pt Water filter On Monday morning empty stuff from cold sterile Supply PIC: Order, monitor backorders, check for low stock  Monthly Week 1 Week 2 Week 3 Week 4 Week 5  Clean store frilters in NSKCare 3 Replace Clieflers in NSKCare 3 Replace plutaraldehyde Replace orings in all air water syringes (dr & hygiene) Fills all sharps with stone as needed Clean autoclaive Flush all suction lines then replace filters in opps Change suction filters in lab Hand scrub every cassette, use task to track cassette number Check salt level in water softener Clean out/call all bleach cases up front Clean out lab cases in cabinet Remove all Handpieces and oil connection Quarterly (Complete in Jan, April, July, Oct) Clean distiller, soak overnight Oil and rebag every OS instrument & sharpen		Week 4	/	/	/	/	/	
Go to Wal-Mart  Stock all Dr/Hygiene Drawers  Clean parking lot of shopping carts and trash Inspect interfor of building for damage &maintenance items  Refill Rinse Aid  Check/change air freshener and candles  Check Gleco Trap  Chean waste value in distiller  Clean out refrigerator & Soap pt Water filter  On Monday morning empty stuff from cold sterile  Supply PIC: Order, monitor backorders, check for low stock  Monthly  Week 1 Week 2 Week 3 Week 4 Week 5  Reorganize all tubs, drawers, bins, kits, move extra stuff out Replace Endo Foams and hand files  Clean stone grinder sediment out of tray  Replace Oil Filters in NSKCare 3  Replace Oil Filters in NSKCare 3  Replace or-ings in all air water syringes (dr & hygiene)  Fill all sharps with stone as needed  Clean autoclave  Flush all suction lines then replace filters in opps  Change suction filters in lab  Hand serule very cassette, use task to track cassette number  Clean out/call all bleach cases up front  Clean out call all bleach cases up front  Clean out call all bleach cases up front  Clean out for a park with the case of the c		Week 5	/	/	/	/	/	
Stock all Dr/Hygiene Drawers  Clean parking lot of shopping carts and trash Inspect interior of building for damage &maintenance items  Refill Rinse Aid  Check/chage air freshener and candles  Check Gleco Trap  Change water in Autoclave  Drain waste value in distiller  Clean out refrigerator & Soap pt Water filter  On Monday morning empty stuff from cold sterile  Supply PIC: Order, monitor backorders, check for low stock  Monthly  Week 1  Week 2  Week 3  Week 4  Week 5  Reorganize all tubs, drawers, bins, kits, move extra stuff out  Replace Gold Filters in NSKCare 3  Replace Oil Filters in NSKCare 3  Replace oil Filters in Nst one as needed  Clean stone grinder sediment out of tray  Replace or-rings in all air water syringes (dr & hygiene)  Fill all sharps with stone as needed  Clean autoclave  Flush all suction lines then replace filters in opps  Change suction filters in lab  Hand scrub every cassette, use task to track cassette number  Check saft level in water softner  Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan., April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Cheek Emergency Oxygen tank level & AED battery status  Cheek emergency drug levels that will expire in next quarter  Clean and represae CEREC chuck  Change water filter in patient water cooler	Weekly	Assignment	Week 1	Week 2	Week 3	Week 4	Week 5	
Clean parking lot of shopping carts and trash Inspect interior of building for damage &maintenance items Refill Rinse Aid Check/change air freshener and candles Check/change air freshener and candles Check Gleco Trap Change water in Autoclave Drain waste value in distiller Clean out refrigerator & Soap pt Water filter On Monday morning empty stuff from cold sterile Supply PIC: Order, monitor backorders, check for low stock Monthly Week 1 Week 2 Week 3 Week 4 Week 5 Reorganize all tubs, drawers, bins, kits, move extra stuff out Replace Endo Foams and hand files Clean stone grinder sediment out of tray Replace Oil Filters in NSKCare 3 Replace oil Filters in NSKCare 3 Replace oil Filters in NSKCare 3 Replace oil Filters in spin all air water syringes (dr & hygiene) Fill all sharps with stone as needed Clean autoclave Clean out/call all bleach cases up front Clean out/all all bleach cases up front Clean out lab cases in cabinet Remove all Handpices and oil connection Quarterly (Complete in Jan, April, July, Oct) Clean distiller, soak overnight Oil and rebag every Os justrument & sharpen spoons Check Emergency Oxygen tank level & AED battery status Check Emergency Oxygen tank level & AED battery status Check Change water filter in patient water cooler	Go to Wal-Mart							
Inspect interior of building for damage &maintenance items  Refill Rinse Aid  Check/change air freshener and candles  Check Gleco Trap  Change water in Autoclave  Drain waste value in distiller  Clean out refrigerator & Soap pt Water filter  On Monday morning empty stuff from cold sterile  Supply PIC: Order, monitor backorders, check for low stock  Monthly  Week 1 Week 2 Week 3 Week 4 Week 5  Roorganize all tubs, drawers, bins, kits, move extra stuff out  Replace Endo Foams and hand files  Clean stone grinder sediment out of tray  Replace Oil Filters in NSKCare 3  Replace Oil Filters in NSKCare 3  Replace over the stone grinder sediment out of tray  Replace orings in all air water syringes (dr & hygiene)  Fill all sharps with stone as needed  Clean autoclave  Flush all suction filters in lab  Hand serub every cassette, use task to track cassette number  Check salt level in water softener  Clean out/call all bleach cases up front  Clean out lab cases in cabinet  Remove all Handpices and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Cheek emergency Oxygen tank level & AED battery status  Check Change water filter in patient water cooler	Stock all Dr/Hygiene Drawers							
Refill Rinse Aid Check/change air freshener and candles Check Gleco Trap Change water in Autoclave Drain waste value in distiller Clean out refrigerator & Soap pt Water filter On Monday morning empty stuff from cold sterile Supply PIC: Order, monitor backorders, check for low stock Monthly Reorganize all tubs, drawers, bins, kits, move extra stuff out Replace Endo Foams and hand files Clean stone grinder sediment out of tray Replace Oil Filters in NSKCare 3 Replace Oil Filters in NSKCare 3 Replace orings in all air water syringes (dr & hygiene) Fill all sharps with stone as needed Clean autoclave Flush all suction lines then replace filters in opps Change suction filters in lab Hand scrub every cassette, use task to track cassette number Check salt level in water softener Clean out/call all bleach cases up front Clean out/call all bleach cases up front Clean distiller, soak overnight Oil and rebag every OS instrument & sharpen spoons Check Emergency Oxygen tank level & AED battery status Check emergency drug levels that will expire in next quarter Clean aut ergrasse CEREC chuck Change water filter in patient water cooler	Clean parking lot of shopping carts and trash							
Check/change air freshener and candles Check Gleco Trap Change water in Autoclave Drain waste value in distiller Clean out refrigerator & Soap pt Water filter On Monday morning empty stuff from cold sterile Supply PIC: Order, monitor backorders, check for low stock Monthly Week 1 Week 2 Week 3 Week 4 Week 5 Reorganize all tubs, drawers, bins, kits, move extra stuff out Replace Endo Foams and hand files Clean stone grinder sediment out of tray Replace Oil Filters in NSKCare 3 Replace Oil Filters in NSKCare 3 Replace orings in all air water syringes (dr & hygiene) Fill all sharps with stone as needed Clean autoclave Flush all suction lines then replace filters in opps Change suction filters in lab Hand scrub every cassette, use task to track cassette number Check salt level in water softener Clean out/call all bleach cases up front Clean out/call all bleach cases up front Clean out fall are bag every OS instrument & sharpen spoons Check Emergency Oxygen tank level & AED battery status Check Emergency Oxygen tank level & AED battery status Check emergency drug levels that will expire in next quarter Clean and regrease CERFC chuck Change water filter in patient water cooler	Inspect interior of building for damage &maintenance items							
Check Gleco Trap Change water in Autoclave Drain waste value in distiller Clean out refrigerator & Soap pt Water filter On Monday morning empty stuff from cold sterile Supply PIC: Order, monitor backorders, check for low stock Monthly Week 1 Week 2 Week 3 Week 4 Week 5 Reorganize all tubs, drawers, bins, kits, move extra stuff out Replace Endo Foams and hand files Clean stone grinder sediment out of tray Replace Oil Filters in NSKCare 3 Replace Oil Filters in NSKCare 3 Replace or-rings in all air water syringes (dr & hygiene) Fill all sharps with stone as needed Clean autoclave Flush all suction lines then replace filters in opps Change suction filters in lab Hand scrub every cassette, use task to track cassette number Check saft level in water softener Clean out fab eases in cabinet Remove all Handpieces and oil connection Quarterly (Complete in Jan, April, July, Oct) Clean distiller, soak overnight Oil and rebag every OS instrument & sharpen spoons Check Emergency Oxygen tank level & AED battery status Check emergency drug levels that will expire in next quarter Clean and regrease CEREC chuck Change water filter in patient water cooler	Refill Rinse Aid							
Change water in Autoclave Drain waste value in distiller Clean out refrigerator & Soap pt Water filter On Monday morning empty stuff from cold sterile Supply PIC: Order, monitor backorders, check for low stock Monthly Week 1 Week 2 Week 3 Week 4 Week 5 Reorganize all tubs, drawers, bins, kits, move extra stuff out Replace Indo Foams and hand files Clean stone grinder sediment out of tray Replace Oil Filters in NSKCare 3 Replace Oil Filters in NSKCare 3 Replace o-rings in all air water syringes (dr & hygiene) Fill all sharps with stone as needed Clean autoclave Clean autoclave Clean autoclave Change suction filters in lab Hand scrub every cassette, use task to track cassette number Check salt level in water softener Clean out/call all bleach cases up front Clean out/call all bleach cases up front Clean out/call all bleach cases up front Clean distiller, soak overnight Ouarterly (Complete in Jan, April, July, Oct) Clean distiller, soak overnight Check Emergency Oxygen tank level & AED battery status Check emergency drug levels that will expire in next quarter Clean and regrease CEREC chuck Change water filter in patient water cooler	Check/change air freshener and candles							
Drain waste value in distiller Clean out refrigerator & Soap pt Water filter On Monday morning empty stuff from cold sterile Supply PIC: Order, monitor backorders, check for low stock Monthly Week 1 Week 2 Week 3 Week 4 Week 5 Reorganize all tubs, drawers, bins, kits, move extra stuff out Replace Endo Foams and hand files Clean stone grinder sediment out of tray Replace Oil Filters in NSKCare 3 Replace glutaraldehyde Replace o-rings in all air water syringes (dr & hygiene) Fill all sharps with stone as needed Clean autoclave Flush all suction lines then replace filters in opps Change suction filters in lab Hand scrub every cassette, use task to track cassette number Check salt level in water softener Clean out/call all bleach cases up front Clean out/all all bleach cases up front Clean out lab cases in cabinet Remove all Handpices and oil connection Quarterly (Complete in Jan, April, July, Oct) Clean distiller, soak overnight Check Emergency Oxygen tank level & AED battery status Check Emergency Oxygen tank level & AED battery status Check emergency drug levels that will expire in next quarter Clean and regrease CEREC chuck Change water filter in patient water cooler	Check Gleco Trap							
Clean out refrigerator & Soap pt Water filter  On Monday morning empty stuff from cold sterile  Supply PIC: Order, monitor backorders, check for low stock  Monthly  Reorganize all tubs, drawers, bins, kits, move extra stuff out Replace Endo Foams and hand files  Clean stone grinder sediment out of tray  Replace Oil Filters in NSKCare 3  Replace or-rings in all air water syringes (dr & hygiene)  Fill all sharps with stone as needed  Clean autoclave  Flush all suction lines then replace filters in opps  Change suction filters in lab  Hand scrub every cassette, use task to track cassette number  Clean out/call all bleach cases up front  Clean out/all all bleach cases up front  Clean out/all all bleach cases up front  Clean outlab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Change water in Autoclave							
On Monday morning empty stuff from cold sterile  Supply PIC: Order, monitor backorders, check for low stock  Monthly  Week 1 Week 2 Week 3 Week 4 Week 5  Reorganize all tubs, drawers, bins, kits, move extra stuff out Replace Endo Foams and hand files  Clean stone grinder sediment out of tray  Replace Oil Filters in NSKCare 3  Replace or-rings in all air water syringes (dr & hygiene)  Fill all sharps with stone as needed  Clean autoclave  Flush all suction lines then replace filters in opps  Change suction filters in lab  Hand scrub every cassette, use task to track cassette number  Check salt level in water softener  Clean out/call all bleach cases up front  Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Drain waste value in distiller							
Supply PIC: Order, monitor backorders, check for low stock  Monthly  Week 1  Week 2  Week 2  Week 3  Week 4  Week 5  Reorganize all tubs, drawers, bins, kits, move extra stuff out Replace Endo Foams and hand files  Clean stone grinder sediment out of tray  Replace Oil Filters in NSKCare 3  Replace glutaraldehyde  Replace o-rings in all air water syringes (dr & hygiene)  Fill all sharps with stone as needed  Clean autoclave  Flush all suction lines then replace filters in opps  Change suction filters in lab  Hand scrub every cassette, use task to track cassette number  Check salt level in water softener  Clean out/call all bleach cases up front  Clean out/call all bleach cases up front  Clean out/call all phaces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Clean out refrigerator & Soap pt Water filter							
Monthly    Week 1   Week 2   Week 3   Week 4   Week 5     Reorganize all tubs, drawers, bins, kits, move extra stuff out     Replace Endo Foams and hand files     Clean stone grinder sediment out of tray     Replace Oil Filters in NSKCare 3     Replace glutaraldehyde     Replace o-rings in all air water syringes (dr & hygiene)     Fill all sharps with stone as needed     Clean autoclave     Flush all suction lines then replace filters in opps     Change suction filters in lab     Hand scrub every cassette, use task to track cassette number     Check salt level in water softener     Clean out/call all bleach cases up front     Clean out/call all pleach cases up front     Clean out lab cases in cabinet     Remove all Handpieces and oil connection     Quarterly (Complete in Jan, April, July, Oct)     Clean distiller, soak overnight     Oil and rebag every OS instrument & sharpen spoons     Check emergency drug levels that will expire in next quarter     Clean and regrease CEREC chuck     Change water filter in patient water cooler     Clean and regrease CEREC chuck     Change water filter in patient water cooler     Clean distiller, in patient water cooler     Complete in Jan, april, July of the patient water cooler     Complete in Jan and regrease CEREC chuck     Change water filter in patient water cooler     Complete in Jan and regrease CEREC chuck     Change water filter in patient water cooler     Complete in Jan and regrease CEREC chuck     Change water filter in patient water cooler     Complete in Jan and regrease CEREC chuck     Change water filter in patient water cooler     Complete in Jan and regrease CEREC chuck     Change water filter in patient water cooler     Complete in Jan and regrease CEREC chuck     Change water filter in patient water cooler     Complete in Jan and regrease CEREC chuck     Change water filter in patient water cooler     Complete in Jan and the patient water cooler     Complete in Jan and the patient water cooler     Complete in Jan and the patient water cooler     Complete in	On Monday morning empty stuff from cold sterile							
Reorganize all tubs, drawers, bins, kits, move extra stuff out Replace Endo Foams and hand files Clean stone grinder sediment out of tray Replace Oil Filters in NSKCare 3 Replace glutaraldehyde Replace o-rings in all air water syringes (dr & hygiene) Fill all sharps with stone as needed Clean autoclave Flush all suction lines then replace filters in opps Change suction filters in lab Hand scrub every cassette, use task to track cassette number Check salt level in water softener Clean out/call all bleach cases up front Clean out lab cases in cabinet Remove all Handpieces and oil connection Quarterly (Complete in Jan, April, July, Oct) Week 1 Clean distiller, soak overnight Oil and rebag every OS instrument & sharpen spoons Check Emergency Oxygen tank level & AED battery status Check emergency drug levels that will expire in next quarter Clean and regrease CEREC chuck Change water filter in patient water cooler	Supply PIC: Order, monitor backorders, check for low stock							
Replace Endo Foams and hand files  Clean stone grinder sediment out of tray  Replace Oil Filters in NSKCare 3  Replace glutaraldehyde  Replace o-rings in all air water syringes (dr & hygiene)  Fill all sharps with stone as needed  Clean autoclave  Flush all suction lines then replace filters in opps  Change suction filters in lab  Hand scrub every cassette, use task to track cassette number  Check salt level in water softener  Clean out/call all bleach cases up front  Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Monthly		Week 1	Week 2	Week 3	Week 4	Week 5	
Clean stone grinder sediment out of tray  Replace Oil Filters in NSKCare 3  Replace glutaraldehyde  Replace o-rings in all air water syringes (dr & hygiene)  Fill all sharps with stone as needed  Clean autoclave  Flush all suction lines then replace filters in opps  Change suction filters in lab  Hand scrub every cassette, use task to track cassette number  Check salt level in water softener  Clean out/call all bleach cases up front  Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Reorganize all tubs, drawers, bins, kits, move extra stuff out							
Replace Oil Filters in NSKCare 3  Replace glutaraldehyde  Replace o-rings in all air water syringes (dr & hygiene)  Fill all sharps with stone as needed  Clean autoclave  Flush all suction lines then replace filters in opps  Change suction filters in lab  Hand scrub every cassette, use task to track cassette number  Check salt level in water softener  Clean out/call all bleach cases up front  Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Replace Endo Foams and hand files							
Replace glutaraldehyde  Replace o-rings in all air water syringes (dr & hygiene)  Fill all sharps with stone as needed  Clean autoclave  Flush all suction lines then replace filters in opps  Change suction filters in lab  Hand scrub every cassette, use task to track cassette number  Check salt level in water softener  Clean out/call all bleach cases up front  Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Clean stone grinder sediment out of tray							
Replace o-rings in all air water syringes (dr & hygiene)  Fill all sharps with stone as needed  Clean autoclave  Flush all suction lines then replace filters in opps  Change suction filters in lab  Hand scrub every cassette, use task to track cassette number  Check salt level in water softener  Clean out/call all bleach cases up front  Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Replace Oil Filters in NSKCare 3							
Fill all sharps with stone as needed  Clean autoclave  Flush all suction lines then replace filters in opps  Change suction filters in lab  Hand scrub every cassette, use task to track cassette number  Check salt level in water softener  Clean out/call all bleach cases up front  Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Replace glutaraldehyde							
Clean autoclave  Flush all suction lines then replace filters in opps  Change suction filters in lab  Hand scrub every cassette, use task to track cassette number  Check salt level in water softener  Clean out/call all bleach cases up front  Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Replace o-rings in all air water syringes (dr & hygiene)							
Flush all suction lines then replace filters in opps  Change suction filters in lab  Hand scrub every cassette, use task to track cassette number  Check salt level in water softener  Clean out/call all bleach cases up front  Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Fill all sharps with stone as needed							
Change suction filters in lab  Hand scrub every cassette, use task to track cassette number  Check salt level in water softener  Clean out/call all bleach cases up front  Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Clean autoclave							
Hand scrub every cassette, use task to track cassette number  Check salt level in water softener  Clean out/call all bleach cases up front  Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Flush all suction lines then replace filters in opps							
Check salt level in water softener  Clean out/call all bleach cases up front  Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Change suction filters in lab							
Clean out/call all bleach cases up front  Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Hand scrub every cassette, use task to track cassette number							
Clean out lab cases in cabinet  Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Check salt level in water softener							
Remove all Handpieces and oil connection  Quarterly (Complete in Jan, April, July, Oct)  Clean distiller, soak overnight  Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Clean out/call all bleach cases up front							
Quarterly (Complete in Jan, April, July, Oct)       Week 1         Clean distiller, soak overnight       ————————————————————————————————————	Clean out lab cases in cabinet							
Clean distiller, soak overnight Oil and rebag every OS instrument & sharpen spoons Check Emergency Oxygen tank level & AED battery status Check emergency drug levels that will expire in next quarter Clean and regrease CEREC chuck Change water filter in patient water cooler	Remove all Handpieces and oil connection							
Oil and rebag every OS instrument & sharpen spoons  Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Quarterly (Complete in Jan, April, July, Oct)		Week 1					
Check Emergency Oxygen tank level & AED battery status  Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Clean distiller, soak overnight							
Check emergency drug levels that will expire in next quarter  Clean and regrease CEREC chuck  Change water filter in patient water cooler	Oil and rebag every OS instrument & sharpen spoons							
Clean and regrease CEREC chuck Change water filter in patient water cooler	Check Emergency Oxygen tank level & AED battery status							
Clean and regrease CEREC chuck Change water filter in patient water cooler								
Change water filter in patient water cooler								
Send autoclave test in								