



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

Assistant Monthly Checklist						
Daily		Mon	Tues	Wed	Thur	Fri
Initial who completed item: Vacuum/ Mop	Week 1	/	/	/	/	/
	Week 2	/	/	/	/	/
	Week 3	/	/	/	/	/
	Week 4	/	/	/	/	/
	Week 5	/	/	/	/	/
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 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 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						
Send autoclave test in						