

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Opening checklist Before the first patient

TASK	TIME	INITIALS
Equipment start-up		
☐ Disarm the alarm and turn on the lights and heating or cooling		
☐ Turn on the compressor and suction, and check for leaks or warning lights Drain the compressor if the maker requires it.		
☐ Turn on the sterilizer and run any daily test cycle the maker requires Record the result in the sterilization log before any load is run.		
☐ Turn on the X-ray units and imaging computers		
Operatories		
☐ Flush each waterline for the time your waterline protocol sets		
☐ Check the chair, light, handpieces and suction work in each operatory		
☐ Put fresh barriers on the light handles, chair controls and keyboards		
☐ Check gloves, masks, eye protection and gowns are stocked		
☐ Check today's instrument packs are sealed, dated and their indicators have changed		
Emergency equipment		
☐ Check the emergency kit is complete and sealed		
☐ Check the oxygen cylinder is full enough, with its mask and tubing		
☐ Check the AED status light is green		
Reception		
☐ Take the phones off divert and check messages		
☐ Check today's schedule, and that lab work for today's patients has arrived		
☐ Flag patients due to update their medical history		
☐ Confirm tomorrow's appointments		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____

Closing checklist After the last patient

TASK	TIME	INITIALS
Operatories		
☐ Remove barriers, then clean and disinfect every surface touched		
☐ Flush the waterlines and run cleaner through the suction lines Use the products and times the makers set.		
☐ Take all used instruments to the sterilization area		
☐ Turn off the chair, light and delivery unit		
Sterilization		
☐ Clean and process every used instrument		
☐ Record every sterilizer cycle in the sterilization log		
☐ Empty, clean and dry the ultrasonic cleaner		
☐ Turn off the sterilizer once the last cycle is done		
Waste		
☐ Seal full sharps containers and store them for collection		
☐ Bag and store clinical waste in the locked waste area		
Reception		
☐ Reconcile the day's payments with the practice software		
☐ Check tomorrow's schedule and that its lab work is booked in		
☐ Put the phones on divert or the after-hours message		
Lock-up		
☐ Turn off the compressor and suction, and drain them if required		
☐ Lock the medicines cupboard		
☐ Turn off the lights, lock all doors and set the alarm		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____