

Physiotherapy clinic opening and closing checklist

CHECKLIST TEMPLATE

Business _____ Location _____ Date _____

Opening checklist Before the first patient

TASK	TIME	INITIALS
Arrival		
☐ Disarm the alarm, and turn on the lights and heating or cooling		
☐ Check the entrance, ramps and waiting area are clear and safe		
Reception and the day's list		
☐ Switch on the practice software, phones and card reader		
☐ Check today's appointments, and fill any gaps from the waitlist		
☐ Check messages, referrals and online bookings, and reply		
☐ Print or prepare forms for new patients		
Treatment rooms		
☐ Check each couch has fresh couch roll or linen		
☐ Check hand rub, gloves, wipes and tissues are stocked in each room		
☐ Check the couch height controls and lights work		
☐ Switch on and test electrotherapy and ultrasound units		
☐ Check the hot and cold packs are at the right temperature		
Rehab gym and equipment		
☐ Check the gym equipment for damage, and set it out		
☐ Check the floor and mats are clean and dry		
☐ Check the first aid kit and AED, if you have one		

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

Closing checklist After the last patient

TASK	TIME	INITIALS
Treatment rooms		
☐ Strip the couches, and put used linen in the laundry bag		
☐ Wipe the couches, pillows and high-touch surfaces		
☐ Switch off and unplug electrotherapy and ultrasound units		
☐ Empty the bins, and check the sharps containers		
Rehab gym		
☐ Wipe down equipment used today and put it away		
☐ Wash or set aside any towels and bands to be cleaned		
Reception, payments and claims		
☐ Check every appointment today has notes, and follow up any that don't		
☐ Reconcile payments and insurer claims against the day's appointments		
☐ Check tomorrow's list and send any reminders		
☐ Put the phones on the after-hours message		
Lock-up		
☐ Turn off the lights and the heating or cooling		
☐ Lock the doors and windows and set the alarm		

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