

Daily	Mon	Tues	Wed	Thurs	Fri	Sat
MORNING 8-10						
Turn on Vac/suctions						
Turn on computers/tv's in each op						
Turn on Pano machine and computer						
Place NOMAD batteries on charger						
Turn on music						
Fill water bottles						
Sweep/mop ops, dr's office and hallway						
Check palodent rings						
Empty out autoclave/place dirty instruments in						
Make bur blocks						
Set up treatment for the day/exams						
Fill ultrasonic						
Clean restroom						
Clean sinks in between ops						
Stock rooms						
Take cold sterile out						
Take out and put away laundry						
Take out trays from alginate remover						
Send out any lab cases						
Clean Lab						
Clean dr's office						
Make warm towels/Turn machine on						
Finish ortho pics, put in daxis, server and camera						
Work on whitening trays/retainers						
Check Invis cases that aren't scheduled						
BEFORE LUNCH 10-2PM						
Run autoclave						
Run ultrasonic						
Check restroom and sinks						
Pour up impressions						
Set up for the afternoon						
Clean any dirty rooms						
Start laundry						
Send out any lab cases/mark in open dental						
END OF DAY						
Take trash out from each op, Dr's office and labs						
Clean Dr's office						
Set up for next day						
Take out water bottles from each op						
Turn off tvs and computers from each op						
Do not leave impressions overnight, must pour up						
Turn off vac/suctions						
Empty out ultrasonic/turn off						
Start autoclave						
Stock rooms						
Start laundry						
Check lab is cleaned (if there's time work on w/t/ret)						
Send out lab cases						
DO NOT LEAVE NOMAD BATTERIES CHARGING						
If there's time sweep/mop op's, dr's office and hallway						
If it's our turn clean breakroom						
Take out warm towels and turn machine off						
Work on Ortho pics (if there's time)						
Turn off PANO machine and computer						
Make sure handpiece oil machine is dispensing oil/air 1/week						