

Assistant Monthly Master Checklist

Month	Name: _____					
WEEK 1	Give DDS Assistant Survey	Spore check				
	Flush lines	Change traps				
DAILY	Mon	Tue	Wed	Thu	Fri	Sat
Complete the post op treatment calls						
Fill and start distilled water						
Check restroom for cleanliness/supplies (2x/day)						
Log all lab cases into pt. charts and take to front						
Unpack all shipments						
End of day- Restock operator and bins						
End of day- Sterilize/bag all instruments						
End of day- Clean lab/rooms						
End of day- shut down equipment(suctions/comp)						
Take out back office trash/shut off N20 tanks						
COMPLETE ALL NOTES						
WEEK 2	Give DDS Assistant Survey	Spore check				
	Flush lines	Change traps				
DAILY	Mon	Tue	Wed	Thu	Fri	Sat
Complete the post op treatment calls						
Fill and start distilled water						
Check restroom for cleanliness/supplies (2x/day)						
Log all lab cases into pt. charts and take to front						
Unpack all shipments						
End of day- Restock operator and bins						
End of day- Sterilize/bag all instruments						
End of day- Clean lab/rooms						
End of day- shut down equipment(suction/comp)						
Take out back office trash/shut off N20 tanks						
COMPLETE ALL NOTES						
WEEK 3	Give DDS Assistant Survey	Spore check				
	Flush lines	Change traps				
DAILY	Mon	Tue	Wed	Thu	Fri	Sat
Complete the post op treatment calls						
Fill and start distilled water						
Check restroom for cleanliness/supplies (2x/day)						
Log all lab cases into pt. charts and take to front						
Unpack all shipments						
End of day- Restock operator and bins						
End of day- Sterilize/bag all instruments						
End of day- Clean lab/rooms						
End of day- shut down equipment(suctions/comp)						
Take out back office trash/shut off N20 tanks						
COMPLETE ALL NOTES						
WEEK 4	Give DDS Assistant Survey	Spore check				
	Flush lines	Change traps				
DAILY	Mon	Tue	Wed	Thu	Fri	Sat
Complete the post op treatment calls						
Fill and start distilled water						
Check restroom for cleanliness/supplies (2x/day)						
Log all lab cases into pt. charts and take to front						
Unpack all shipments						
End of day- Restock operator and bins						
End of day- Sterilize/bag all instruments						
End of day- Clean lab/rooms						
End of day- shut down equipment(suctions/comp)						
Take out back office trash/shut off N20 tanks						
COMPLETE ALL NOTES						