














# Maintenance Checklist

 ReachTips video title on YouTube








## DAILY

- Flush water through scalers, handpieces, and A/W syringes  **“Flushing Water Through Delivery System”**
- Lubricate and sterilize handpieces (*Between each patient*)  
 **“Assistina Handpiece Maintenance”**
- Lubricate prophylaxis angles, contra angles, and nose cones (*Between each patient*)
- Disinfect operatory equipment (*Between each patient*)
- Run suction cleaner through operatory HVE and saliva ejector tubings (*Dependent on product used*)  
 **“Vacuum Line Cleaning”**
- Drain and wipe out ultrasonic cleaner and screen  
 **“Ultrasonic Cleaner Maintenance”**
- Check hazardous and infectious waste/sharps containers (*Replace as needed*)
- Check water bottle straw indicator  
 **“Waterline Treatment Straws”**


## WEEKLY

- Check or change traps on delivery units
- Check or replace O-rings on handpieces couplers  
 **“Handpiece Coupler and O-Ring Gasket”**
- Check or replace gaskets on handpieces
- Perform biological spore test for each sterilizer  
 **“Sterilizer Spore Testing”**
- Check for safety hazards in office - tubing, cords  
 **“Equipment Cord Management”**
- Check sediment level in amalgam separator cartridge  
 **“Amalgam Separator”**
- Check and clean operating light reflectors and lens shields  
 **“Patient Light - Use and Care”**
- Check and clean sterilizer door gasket with damp soft cloth  **“Sterilizer Maintenance”**
- Check handpiece maintenance station  
 **“Assistina Handpiece Maintenance”**
- Monitor water quality sensor in-office water filter system
- Check eye wash station - functioning correctly  
 **“Eyewash Station Use and Maintenance”**
- Drain sterilizer water reservoir and refill with distilled water (EX: Midmark)  **“Sterilizer Maintenance”**





## MONTHLY

- Clean boiling chamber of water distiller
- Check level of plaster trap and replace (as needed)  
 **“Plaster Trap: Model Trimmer”**
- Check and clean model trimmer  
 **“Model Trimmer Maintenance”**
- Check nitrous oxide systems and emergency oxygen units
- Look at office from dental chair
- Perform in-office waterline testing  
 **“Waterline Testing”**
- Check integrity of sterilizer door gasket and/or cassette seals  **“Sterilizer Maintenance”**
- Check statim cooling bottle  **“Statim Cooling Bottle”**
- Check compressor moisture indicator  
 **“Air Compressor Moisture Indicator”**
- Clean sterilizer interior chamber (EX: Midmark)  
 **“Sterilizer Maintenance”**

## QUARTERLY

- Perform in-office waterline testing  
 **“Waterline Testing”**
- Check sterilizer bio filters

## ANNUALLY

- Change oil in compressor and/or vacuum pump  
 **“Vacuum System Maintenance”**
- Inspect fire extinguisher, smoke alarm, emergency lighting
- Schedule inspection, calibration, and certification of x-ray equipment
- Review OSHA, HIPAA, and state guidelines
- Review emergency procedures with staff
- Replace amalgam filter/cartridge  
 **“Amalgam Separator”**
- Verify sterilizer is level
- Replace compressor air-drying system filters  
 **“Air Compressor Drying System Filter”**
- Inspect door gaskets, seals, washer arms for instrument washers  **“Hydrim Washer Maintenance”**

