



## Maintenance Checklist

Task	Frequency	Notes
Flush water through handpieces and A/W syringes	Daily	
Lubricate and sterilize handpieces	Daily	
Lubricate prophyl angles, contra angle, and nose cones	Daily	Between each patient
Disinfect operatory equipment	Daily	Between each patient
Flush handpiece waterlines	Daily	Between each patient
Run suction cleaner through operatory HVE and saliva ejector tubings	Daily	
Clean out delivery unit traps	Daily	
Drain and wipe out ultrasonic cleaner	Daily	
Check hazardous and infectious waste/sharps containers	Daily	Replace as needed
Clean sterilizer door gasket with soft cloth and mild liquid soap	Daily	At end of day
Change traps on delivery units	Weekly	
Check and replace O-rings on handpieces couplers	Weekly	
Check and replace gaskets on handpieces	Weekly	
Perform biological spore test in each sterilizer	Weekly	
Check for safety hazards in office	Weekly	
Verify sterilizer is level	Weekly	
Check sediment level in amalgam separator cartridge	Weekly	
Clean operating light reflectors and lens shields	Weekly	Make sure reflectors cooled first
Drain compressor tank	Weekly	
Clean boiling chamber of water distiller	Weekly	
Check, clean and replace plaster trap	Monthly	
Clean model trimmer	Monthly	
Clean panoramic/cephalic cassettes and intensifying screen	Monthly	
Check nitrous oxide systems and emergency oxygen units	Monthly	Ensure that they do not need to be replaced or repaired
Check, clean or replace master trap	Monthly	
Look at office from dental chair	Monthly	See it from patient's perspective
Lubricate joints in operating lights, sterilizer door hinges, a/w syringe buttons	Monthly	
Check air and water filters in junction boxes	Monthly	
Perform in-office waterline testing	Monthly	Continue for 3 months until tests consistently negative then move to Quarterly
Perform in-office waterline testing	Quarterly	Only after consecutive negative tests for 3 months
Change sterilizer door gasket and cassette seals	Annually	
Change oil in compressor	Annually	
Inspect fire extinguisher, smoke alarm, emergency lighting	Annually	
Schedule inspection, calibration and certification of x-ray equipment	Annually	
Review OSHA, HIPAA and state guidelines	Annually	Conduct OSHA trainings
Review emergency procedures with staff	Annually	
Send waterline testing results to offsite lab	Annually	
Replace amalgam filter/cartridge	Annually	Or when full ( <b>whichever comes first</b> ). Use PPE: respirator, gloves, clothing.