



Office Shutdown Checklist

1. Mail - have a hold placed on mail to the office. Bring ID. Go to the post office. Do it at least 3 days prior to office closure.
2. Put a hold on the newspaper delivery
3. Notify office cleaners of dates the office is closed via phone and email

Day of closure:

4. Sign on door stating dates the office is closed
5. Change Voice mail stating dates and emergency contacts
6. Process payroll
7. Email patients
8. Notify landlord
9. Bring home plants to water

Equipment Maintenance things

This list is provided by Henry Schein's Jay Barringer who you can email here if you have further questions: <https://helpfuldent.ist/2J6RvQL>

- Remove water bottle empty and replace water bottle-- run system to purge all water from unit lines - remove water bottle let air dry
- Air compressor - power down release all air and drain tanks where applicable
- Flush all vac lines, replace sediment filters, replace all disposable traps on units
- Replace amalgam separators due to prophy paste hardening
- Power down dry vac and -----
- Midmark power and G vac- if cutting main power add WD-40 to pump drive piston to prevent lockup. If leaving power on and newer style system will autorun every so often to prevent lockup
- RamVacs remove air filter to release pressure. Can hydro lock from oil drip this is normal motor overloads may trip on startup. Kill voltage to system
- Vac systems clean out tanks where applicable
- Mohave vacs, leave breakers on or MMC can risk serious errors.
- Wet vacs turn off water supply after flushing lines and kill power
- Autoclaves - clean and drain do not replace water let air dry
- Hydrim - remove soap/salt and solution and run shipping cycle
- Empty all water distiller systems and let dry
- Water purification systems - shutdown water and purge with air till ops and all faucets run dry
- Chairs leave in upright most position as high as they will go
- Oil all handpieces and clean and lube all HVE and SE handles
- Remove plaster trap and discard
- Computer systems, complete backup on removable hard drive and take to safe location offsite. Power down all computers, servers, switches, etc.
- Drain and clean and let ultrasonics air dry
- Empty all water collection canisters on cassette sterilizers
- Model trimmers run water for a period of 10-mins with unit on to clean wheel as well as flush all drain lines
- Replace all dust collector filters in lab areas
- Bleed all airlines in ops and lab areas
- Thoroughly clean all mills from any debris
- Drain all coolant water from mills
- 3D printers remove all resin in machine and clean