

Keeping your equipment functioning properly and safely allows you to focus on delivering great care to your patients. Establishing a schedule for routine maintenance is fundamental. Use this checklist as a starting point in creating your custom PM Checklist.

Beginning of the Work Day

- Turn on vacuum and air compressor systems as well as the master water switch
- Turn on nitrous-oxide and oxygen tanks (if applicable)
- Fill ultrasonic cleaner(s) with fresh water and solution
- Check and fill water levels in sterilizers
- Fill self-contained water bottles with water and waterline maintenance (if applicable)
- Flush hand pieces and air/water syringes with water

Throughout the day: Sterilize and lubricate hand pieces

Between patients: Lubricate contra angle and nose cones; disinfect operatory equipment; flush hand piece waterlines; and check the water levels in self-contained water bottles

End of the Work Day

- Run suction cleaner through the operatory HVE and saliva ejector tubing
- Clean delivery unit traps (replace if necessary)
- Flush handpiece tubing, air/water syringes, ultrasonic scalers, and air polishers with air
- Drain and wipe down ultrasonic cleaner
- Turn off delivery systems, X-rays, nitrous, sterilizers, power scalers, air polishers, vacuum and air compressor systems, and master water switch

Weekly

- Change delivery system traps
- Check and replace O-rings / gaskets on hand piece couplers
- Check and replace the O-rings on HVE and saliva ejector valves as needed
- Disassemble and lubricate the valves
- Clean the interior and exterior of sterilizers in service, including reservoirs
- Check sterilizer filters and perform a biological spore test on each

Monthly

- Check, clean, and replace the plaster trap as necessary
- Clean the model trimmer
- Check rubber goods on nitrous-oxide and emergency oxygen systems for deterioration

Best practice tip! Sit in the operatory chair(s) and take a fresh look from the patient's perspective. What do you see? Is the light clean and fog free? Are there any cobwebs in the corners of the room? Does everything look clean, fresh, and dust free?

Annually

- Change sterilizer door gasket and cassette seals
- Check and replace air compressor filter if needed
- Check amalgam separator and replace as required by compliance regulations
- Have fire extinguisher(s) inspected
- Have X-ray equipment inspected, calibrated, and certified (or as required by your state's regulations)
- Conduct staff OSHA training

Ongoing

- Have an equipment First Aid Kit for routine maintenance and service
- Be observant for anything out of the ordinary with your equipment and get service right away
- Have manuals for all equipment handy