

Pharmacy Technician Daily Checklist

Week of: 1/11/15

Sunday		Monday		Tuesday		Wednesday		Thursday		Time of Day
Task	Initials	Task	Initials	Task	Initials	Task	Initials	Task	Initials	
Temp/Pressure log	[Signature]	Temp/Pressure log	[Signature]	Temp/Pressure log	[Signature]	Temp/Pressure log	[Signature]	Temp/Pressure log	[Signature]	3:00 - 3:30
Sanitize Workbench 1	[Signature]	Sanitize Workbench 1	[Signature]	Sanitize Workbench 1	[Signature]	Sanitize Workbench 1	[Signature]	Sanitize Workbench 1	[Signature]	End of night
Sanitize Workbench 2	[Signature]	Sanitize Workbench 2	[Signature]	Sanitize Workbench 2	[Signature]	Sanitize Workbench 2	[Signature]	Sanitize Workbench 2	[Signature]	
Sanitize Chemo 1	[Signature]	Sanitize Chemo 1	[Signature]	Sanitize Chemo 1	[Signature]	Sanitize Chemo 1	[Signature]	Sanitize Chemo 1	[Signature]	
Sanitize Chemo 2	[Signature]	Sanitize Chemo 2	[Signature]	Sanitize Chemo 2	[Signature]	Sanitize Chemo 2	[Signature]	Sanitize Chemo 2	[Signature]	
Sanitize Workbench 1	[Signature]	Sanitize Workbench 1	[Signature]	Sanitize Workbench 1	[Signature]	Sanitize Workbench 1	[Signature]	Sanitize Workbench 1	[Signature]	
Sanitize Workbench 2	[Signature]	Sanitize Workbench 2	[Signature]	Sanitize Workbench 2	[Signature]	Sanitize Workbench 2	[Signature]	Sanitize Workbench 2	[Signature]	
Sanitize Chemo 1 (2% Na Hypochlorite)	[Signature]	Sanitize Chemo 1 (2% Na Hypochlorite)	[Signature]	Sanitize Chemo 1 (2% Na Hypochlorite)	[Signature]	Sanitize Chemo 1 (2% Na Hypochlorite)	[Signature]	Sanitize Chemo 1 (2% Na Hypochlorite)	[Signature]	
Sanitize Chemo 2 (2% Na Hypochlorite)	[Signature]	Sanitize Chemo 2 (2% Na Hypochlorite)	[Signature]	Sanitize Chemo 2 (2% Na Hypochlorite)	[Signature]	Sanitize Chemo 2 (2% Na Hypochlorite)	[Signature]	Sanitize Chemo 2 (2% Na Hypochlorite)	[Signature]	
UV light on Blower on	[Signature]	UV light on Blower on	[Signature]	UV light on Blower on	[Signature]	UV light on Blower on	[Signature]	UV light on Blower on	[Signature]	
Sanitize PPR (IPA) <input type="checkbox"/> Floors <input type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input type="checkbox"/> Pass-thru	[Signature]	Sanitize PPR (IPA) <input type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input type="checkbox"/> Pass-thru	[Signature]	Sanitize PPR (IPA) <input type="checkbox"/> Floors <input type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input type="checkbox"/> Pass-thru	[Signature]	Sanitize PPR (IPA) <input type="checkbox"/> Floors <input type="checkbox"/> Counter <input type="checkbox"/> Carts <input type="checkbox"/> Pass-thru	[Signature]	Sanitize PPR (H ₂ O ₂) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru <input checked="" type="checkbox"/> Windows <input type="checkbox"/> Drawers	[Signature]	

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Sunday		Monday		Tuesday		Wednesday		Thursday		Time of Day
Task	Initials	Task	Initials	Task	Initials	Task	Initials	Task	Initials	
Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	VP	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	W	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	SP	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	VP	Sanitize NPR (H ₂ O ₂) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Drawers	W	
Sanitize Anteroom (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Sink <input checked="" type="checkbox"/> Air vents <input checked="" type="checkbox"/> Shelving <input checked="" type="checkbox"/> Bench	VP	Sanitize Anteroom (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Sink <input checked="" type="checkbox"/> Air vents <input checked="" type="checkbox"/> Shelving <input checked="" type="checkbox"/> Bench	W	Sanitize Anteroom (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Sink <input checked="" type="checkbox"/> Air vents <input checked="" type="checkbox"/> Shelving <input checked="" type="checkbox"/> Bench	ALI	Sanitize Anteroom (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Sink <input checked="" type="checkbox"/> Air vents <input checked="" type="checkbox"/> Shelving <input checked="" type="checkbox"/> Bench	VP	Sanitize Anteroom (H ₂ O ₂) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Sink <input checked="" type="checkbox"/> Air vents <input checked="" type="checkbox"/> Shelving <input checked="" type="checkbox"/> Bench	SP	
Empty trash and replace with new bag	VP	Empty trash and replace with new bag	W	Empty trash and replace with new bag	SP	Empty trash and replace with new bag	VP	Empty trash and replace with new bag	SP	
Wipe (own) crocs with Sporidicin wipes	VP	Wipe (own) crocs with Sporidicin wipes	W	Wipe (own) crocs with Sporidicin wipes	SP	Wipe (own) crocs with Sporidicin wipes	VP	Wipe (own) crocs with Sporidicin wipes	SP	
Last tech out - Spray all crocs (Lysol)	VP	Last tech out - Spray all crocs (Lysol)	W	Last tech out - Spray all crocs (Lysol)	W	Last tech out - Spray all crocs (Lysol)	VP	Last tech out - Spray all crocs (Lysol)	W	