

Pharmacy Technician Daily Checklist

Week of: 11/18/15

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]	
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]	End of night
Sanitize PPR (IPA) <input type="checkbox"/> Floors <input type="checkbox"/> Counter <input type="checkbox"/> Carts <input type="checkbox"/> Pass-thru	[Signature]	Sanitize PPR (IPA) <input checked="" 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 type="checkbox"/> Carts <input type="checkbox"/> Pass-thru	[Signature]	Sanitize PPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" 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]	

Pharmacy Technician Daily Checklist

Week of: 11/9/16

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	<i>AK</i>	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	<i>LK</i>	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	<i>AK</i>	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	<i>LK</i>	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	<i>W</i>	End of night
Sanitize Anteroom (IPA) <input type="checkbox"/> Floors <input type="checkbox"/> Sink <input type="checkbox"/> Air vents <input type="checkbox"/> Shelving <input type="checkbox"/> Bench	<i>JP</i>	Sanitize Anteroom (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Sink <input checked="" type="checkbox"/> Air vents <input type="checkbox"/> Shelving <input type="checkbox"/> Bench	<i>LD</i>	Sanitize Anteroom (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Sink <input checked="" type="checkbox"/> Air vents <input type="checkbox"/> Shelving <input type="checkbox"/> Bench	<i>LD</i>	Sanitize Anteroom (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Sink <input checked="" type="checkbox"/> Air vents <input type="checkbox"/> Shelving <input checked="" type="checkbox"/> Bench	<i>LD</i>	Sanitize Anteroom (H ₂ O ₂) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Sink <input type="checkbox"/> Air vents <input checked="" type="checkbox"/> Shelving <input checked="" type="checkbox"/> Bench	<i>W</i>	
Empty trash and replace with new bag	<i>JP</i>	Empty trash and replace with new bag	<i>LD</i>	Empty trash and replace with new bag	<i>LD</i>	Empty trash and replace with new bag	<i>LD</i>	Empty trash and replace with new bag	<i>W</i>	
Wipe (own) cros with Sporicidin wipes	<i>JP</i>	Wipe (own) cros with Sporicidin wipes	<i>LD</i>	Wipe (own) cros with Sporicidin wipes	<i>LD</i>	Wipe (own) cros with Sporicidin wipes	<i>LD</i>	Wipe (own) cros with Sporicidin wipes	<i>W</i>	
Last tech out - Spray all cros (Lysol)	<i>AK</i>	Last tech out - Spray all cros (Lysol)	<i>LD</i>	Last tech out - Spray all cros (Lysol)	<i>LD</i>	Last tech out - Spray all cros (Lysol)	<i>LD</i>	Last tech out - Spray all cros (Lysol)	<i>W</i>	