

## 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 <sub>2</sub> O <sub>2</sub> ) <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	AK	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	LK	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	AK	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	LK	Sanitize NPR (H <sub>2</sub> O <sub>2</sub> ) <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		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	JP	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	VD	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	VD	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	LK	Sanitize Anteroom (H <sub>2</sub> O <sub>2</sub> ) <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		
Empty trash and replace with new bag	JP	Empty trash and replace with new bag	JP	Empty trash and replace with new bag	VD	Empty trash and replace with new bag	VD	Empty trash and replace with new bag	W		
Wipe (own) cros with Sporicidin wipes	JP	Wipe (own) cros with Sporicidin wipes	JP	Wipe (own) cros with Sporicidin wipes	VD	Wipe (own) cros with Sporicidin wipes	VD	Wipe (own) cros with Sporicidin wipes	W		
Last tech out - Spray all cros (Lysol)	AK	Last tech out - Spray all cros (Lysol)	JP	Last tech out - Spray all cros (Lysol)	VD	Last tech out - Spray all cros (Lysol)	VD	Last tech out - Spray all cros (Lysol)	W		