

Pharmacy Technician Daily Checklist

Week of: 1/28/15

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

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Week of:

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