



Pharmacy Technician Daily Checklist

Week of: 3/11/15

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

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

End of night