

Pharmacy Technician Daily Checklist

Week of:

3/8/15

Sunday		Monday		Tuesday		Wednesday		Thursday		Time of Day	
Task	Initials	Task	Initials	Task	Initials	Task	Initials	Task	Initials		
Sanitize NPR (IPA) <input type="checkbox"/> Floors <input type="checkbox"/> Counter <input type="checkbox"/> Carts <input 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	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	Kii	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	JK	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	JK		
Sanitize Anteroom (IPA) <input type="checkbox"/> Floors <input type="checkbox"/> Sink <input type="checkbox"/> Air vents <input type="checkbox"/> Shelving <input type="checkbox"/> Bench	JK	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	JK	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	JK	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	JK	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	JK		
Empty trash and replace with new bag	JK	Empty trash and replace with new bag	JK	Empty trash and replace with new bag	JK	Empty trash and replace with new bag	JK	Empty trash and replace with new bag	JK		
Wipe (own) cros with Sporicidin wipes	JK	Wipe (own) cros with Sporicidin wipes	JK	Wipe (own) cros with Sporicidin wipes	JK	Wipe (own) cros with Sporicidin wipes	JK	Wipe (own) cros with Sporicidin wipes	JK		
Last tech out - Spray all cros (Lysol)	Kii	Last tech out - Spray all cros (Lysol)	JK	Last tech out - Spray all cros (Lysol)	Kii	Last tech out - Spray all cros (Lysol)	JK	Last tech out - Spray all cros (Lysol)	JK	End of night	