



Pharmacy Technician Daily Checklist

Week of: 3-15-15

Sunday		Monday		Tuesday		Wednesday		Thursday		Time of Day
Task	Initials	Task	Initials	Task	Initials	Task	Initials	Task	Initials	
Temp/Pressure log	AKL	Temp/Pressure log	AKL	Temp/Pressure log	AKL	Temp/Pressure log	AKL	Temp/Pressure log	AKL	3:00 - 3:30
Sanitize Workbench 1	AKL	Sanitize Workbench 1	AKL	Sanitize Workbench 1	AKL	Sanitize Workbench 1	AKL	Sanitize Workbench 1	AKL	
Sanitize Workbench 2	AKL	Sanitize Workbench 2	AKL	Sanitize Workbench 2	AKL	Sanitize Workbench 2	AKL	Sanitize Workbench 2	AKL	End of night
Sanitize Chemo 1	L13	Sanitize Chemo 1	L13	Sanitize Chemo 1	L13	Sanitize Chemo 1	L13	Sanitize Chemo 1	L13	
Sanitize Chemo 2	L12	Sanitize Chemo 2	L12	Sanitize Chemo 2	L12	Sanitize Chemo 2	L12	Sanitize Chemo 2	L12	
Sanitize Workbench 1	AKL	Sanitize Workbench 1	AKL	Sanitize Workbench 1	AKL	Sanitize Workbench 1	AKL	Sanitize Workbench 1	AKL	
Sanitize Workbench 2	AKL	Sanitize Workbench 2	AKL	Sanitize Workbench 2	AKL	Sanitize Workbench 2	AKL	Sanitize Workbench 2	AKL	
Sanitize Chemo 1 (2% Na Hypochlorite)	L12	Sanitize Chemo 1 (2% Na Hypochlorite)	L12	Sanitize Chemo 1 (2% Na Hypochlorite)	L12	Sanitize Chemo 1 (2% Na Hypochlorite)	L12	Sanitize Chemo 1 (2% Na Hypochlorite)	L12	
Sanitize Chemo 2 (2% Na Hypochlorite)	AKL	Sanitize Chemo 2 (2% Na Hypochlorite)	AKL	Sanitize Chemo 2 (2% Na Hypochlorite)	AKL	Sanitize Chemo 2 (2% Na Hypochlorite)	AKL	Sanitize Chemo 2 (2% Na Hypochlorite)	AKL	
UV light on Blower on	AKL	UV light on Blower on	AKL	UV light on Blower on	AKL	UV light on Blower on	AKL	Sanitize underneath bottom panel of BSCs (2% Na Hypochlorite)	AKL	
Sanitize PPR (IPA)		Sanitize PPR (IPA)		Sanitize PPR (IPA)		Sanitize PPR (IPA)		Sanitize PPR (H <sub>2</sub> O <sub>2</sub> )	AKL	
<input type="checkbox"/> Floors		<input type="checkbox"/> Floors		<input checked="" type="checkbox"/> Floors		<input type="checkbox"/> Floors		<input checked="" type="checkbox"/> Floors		
<input type="checkbox"/> Counter		<input type="checkbox"/> Counter		<input type="checkbox"/> Counter		<input type="checkbox"/> Counter		<input checked="" type="checkbox"/> Counter		
<input checked="" type="checkbox"/> Carts		<input type="checkbox"/> Carts		<input checked="" type="checkbox"/> Carts		<input checked="" type="checkbox"/> Carts		<input type="checkbox"/> Carts		
<input checked="" type="checkbox"/> Pass-thru		<input type="checkbox"/> Pass-thru		<input type="checkbox"/> Pass-thru		<input type="checkbox"/> Pass-thru		<input checked="" type="checkbox"/> Pass-thru		
								<input checked="" type="checkbox"/> Windows		
								<input checked="" type="checkbox"/> Drawers		

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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	AKL	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	AKL	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	AKL	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	AKL	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			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	LIZ	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	BR	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	V	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	AKL	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	V		
Empty trash and replace with new bag	AKL	Empty trash and replace with new bag	AKL	Empty trash and replace with new bag	AKL	Empty trash and replace with new bag	AKL	Empty trash and replace with new bag	AKL		
Wipe (own) cross with Sporidicin wipes	AKL	Wipe (own) cross with Sporidicin wipes	AKL	Wipe (own) cross with Sporidicin wipes	AKL	Wipe (own) cross with Sporidicin wipes	AKL	Wipe (own) cross with Sporidicin wipes	AKL		
Last tech out - Spray all cross (Lysol)	AKL	Last tech out - Spray all cross (Lysol)	AKL	Last tech out - Spray all cross (Lysol)	AKL	Last tech out - Spray all cross (Lysol)	AKL	Last tech out - Spray all cross (Lysol)	AKL		