



Pharmacy Technician Daily Checklist

Week of: 5/22/15

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

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	JK	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 (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 (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 <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	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 (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 <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	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)	JK	Last tech out - Spray all cros (Lysol)	JK	Last tech out - Spray all cros (Lysol)	JK	Last tech out - Spray all cros (Lysol)	JK	Last tech out - Spray all cros (Lysol)	JK	

End of night