



Pharmacy Technician Daily Checklist

Week of: April 12  
2015

Sunday		Monday		Tuesday		Wednesday		Thursday		Time of Day
Task	Initials	Task	Initials	Task	Initials	Task	Initials	Task	Initials	
Temp/Pressure log	<i>AK</i>	Temp/Pressure log	<i>DM</i>	Temp/Pressure log	<i>DM</i>	Temp/Pressure log	<i>DM</i>	Temp/Pressure log	<i>DM</i>	3:00 - 3:30
Sanitize Workbench 1	<i>AK</i>	Sanitize Workbench 1	<i>DM</i>	Sanitize Workbench 1	<i>DM</i>	Sanitize Workbench 1	<i>DM</i>	Sanitize Workbench 1	<i>DM</i>	
Sanitize Workbench 2	<i>AK</i>	Sanitize Workbench 2	<i>DM</i>	Sanitize Workbench 2	<i>DM</i>	Sanitize Workbench 2	<i>DM</i>	Sanitize Workbench 2	<i>DM</i>	3:00 - 3:30
Sanitize Chemo 1	<i>AK</i>	Sanitize Chemo 1	<i>DM</i>	Sanitize Chemo 1	<i>DM</i>	Sanitize Chemo 1	<i>DM</i>	Sanitize Chemo 1	<i>DM</i>	
Sanitize Chemo 2	<i>AK</i>	Sanitize Chemo 2	<i>DM</i>	Sanitize Chemo 2	<i>DM</i>	Sanitize Chemo 2	<i>DM</i>	Sanitize Chemo 2	<i>DM</i>	3:00 - 3:30
Sanitize Workbench 1	<i>AK</i>	Sanitize Workbench 1	<i>DM</i>	Sanitize Workbench 1	<i>DM</i>	Sanitize Workbench 1	<i>DM</i>	Sanitize Workbench 1	<i>DM</i>	
Sanitize Workbench 2	<i>AK</i>	Sanitize Workbench 2	<i>DM</i>	Sanitize Workbench 2	<i>DM</i>	Sanitize Workbench 2	<i>DM</i>	Sanitize Workbench 2	<i>DM</i>	3:00 - 3:30
Sanitize Chemo 1 (2% Na Hypochlorite)	<i>AK</i>	Sanitize Chemo 1 (2% Na Hypochlorite)	<i>DM</i>	Sanitize Chemo 1 (2% Na Hypochlorite)	<i>DM</i>	Sanitize Chemo 1 (2% Na Hypochlorite)	<i>DM</i>	Sanitize Chemo 1 (2% Na Hypochlorite)	<i>DM</i>	
Sanitize Chemo 2 (2% Na Hypochlorite)	<i>AK</i>	Sanitize Chemo 2 (2% Na Hypochlorite)	<i>DM</i>	Sanitize Chemo 2 (2% Na Hypochlorite)	<i>DM</i>	Sanitize Chemo 2 (2% Na Hypochlorite)	<i>DM</i>	Sanitize Chemo 2 (2% Na Hypochlorite)	<i>DM</i>	3:00 - 3:30
UV light on Blower on	<i>AK</i>	UV light on Blower on	<i>DM</i>	UV light on Blower on	<i>DM</i>	UV light on Blower on	<i>DM</i>	Sanitize underneath bottom panel of BSCs (2% Na Hypochlorite)	<i>DM</i>	
Sanitize PPR (IPA)	<i>AK</i>	Sanitize PPR (IPA)	<i>DM</i>	Sanitize PPR (IPA)	<i>DM</i>	Sanitize PPR (IPA)	<i>DM</i>	Sanitize PPR (H <sub>2</sub> O <sub>2</sub> )	<i>DM</i>	End of night
<input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input type="checkbox"/> Pass-thru	<i>AK</i>	<input type="checkbox"/> Floors <input type="checkbox"/> Counter <input type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	<i>DM</i>	<input type="checkbox"/> Floors <input type="checkbox"/> Counter <input type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	<i>DM</i>	<input type="checkbox"/> Floors <input type="checkbox"/> Counter <input type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	<i>DM</i>	<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>DM</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	<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 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 checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" 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 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	<i>[Signature]</i>	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	<i>[Signature]</i>	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	<i>[Signature]</i>	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	<i>[Signature]</i>	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	<i>[Signature]</i>	
Empty trash and replace with new bag  Wipe (own) cros with Sporicidin wipes	<i>[Signature]</i>	Empty trash and replace with new bag  Wipe (own) cros with Sporicidin wipes	<i>[Signature]</i>	Empty trash and replace with new bag  Wipe (own) cros with Sporicidin wipes	<i>[Signature]</i>	Empty trash and replace with new bag  Wipe (own) cros with Sporicidin wipes	<i>[Signature]</i>	Empty trash and replace with new bag  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										