



Pharmacy Technician Daily Checklist

Week of: April 19th 2015

Sunday		Monday		Tuesday		Wednesday		Thursday		Time of Day
Task	Initials	Task	Initials	Task	Initials	Task	Initials	Task	Initials	
Temp/Pressure log	ASL	Temp/Pressure log	PM	Temp/Pressure log	PM	Temp/Pressure log		Temp/Pressure log		3:00 - 3:30
Sanitize Workbench 1	UC	Sanitize Workbench 1	JP	Sanitize Workbench 1	JP	Sanitize Workbench 1	JP	Sanitize Workbench 1	JP	
Sanitize Workbench 2	UC	Sanitize Workbench 2	JP	Sanitize Workbench 2	JP	Sanitize Workbench 2	JP	Sanitize Workbench 2	JP	
Sanitize Chemo 1	UC	Sanitize Chemo 1	PM	Sanitize Chemo 1	PM	Sanitize Chemo 1	UC	Sanitize Chemo 1	JP	
Sanitize Chemo 2	JP	Sanitize Chemo 2	UC	Sanitize Chemo 2	JP	Sanitize Chemo 2	JP	Sanitize Chemo 2	JP	
Sanitize Workbench 1	JP	Sanitize Workbench 1	PM	Sanitize Workbench 1	VA	Sanitize Workbench 1	PA	Sanitize Workbench 1	JP	
Sanitize Workbench 2	JP	Sanitize Workbench 2	JP	Sanitize Workbench 2	VA	Sanitize Workbench 2	PM	Sanitize Workbench 2	PM	
Sanitize Chemo 1 (2% Na Hypochlorite)	UC	Sanitize Chemo 1 (2% Na Hypochlorite)	UC	Sanitize Chemo 1 (2% Na Hypochlorite)	JP	Sanitize Chemo 1 (2% Na Hypochlorite)	UC	Sanitize Chemo 1 (2% Na Hypochlorite)	UC	
Sanitize Chemo 2 (2% Na Hypochlorite)	JP	Sanitize Chemo 2 (2% Na Hypochlorite)	US	Sanitize Chemo 2 (2% Na Hypochlorite)	JP	Sanitize Chemo 2 (2% Na Hypochlorite)	S	Sanitize Chemo 2 (2% Na Hypochlorite)	US	
UV light on Blower on	JP	UV light on Blower on	UC	UV light on Blower on	JP	UV light on Blower on	UC	Sanitize underneath bottom panel of BSCs (2% Na Hypochlorite)	UC	
Sanitize PPR (IPA)		Sanitize PPR (IPA)		Sanitize PPR (IPA)		Sanitize PPR (IPA)		Sanitize PPR (H ₂ O ₂)		
<input type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input type="checkbox"/> Pass-thru		<input type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input type="checkbox"/> Pass-thru		<input type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input type="checkbox"/> Pass-thru		<input type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input type="checkbox"/> Pass-thru		<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										

Pharmacy Technician Daily Checklist

Week of: 4/19/15

Day	Task	Initials	Task	Initials	Task	Initials	Task	Initials	Time of Day				
Sunday	Sanitize NPR (IPA)	[Signature]	Sanitize NPR (IPA)	[Signature]	Sanitize NPR (IPA)	[Signature]	Sanitize NPR (IPA)	[Signature]	End of night				
	<input type="checkbox"/> Floors <input type="checkbox"/> Counter <input type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru		<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Counter <input type="checkbox"/> Carts <input type="checkbox"/> Pass-thru		<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Counter <input type="checkbox"/> Carts <input type="checkbox"/> Pass-thru		<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Counter <input type="checkbox"/> Carts <input type="checkbox"/> Pass-thru						
	Empty trash and replace with new bag		Empty trash and replace with new bag		Empty trash and replace with new bag		Empty trash and replace with new bag						
Monday	Sanitize Anteroom (IPA)	[Signature]	Sanitize Anteroom (IPA)	[Signature]	Sanitize Anteroom (IPA)	[Signature]	Sanitize Anteroom (IPA)	[Signature]	End of night				
	<input type="checkbox"/> Floors <input checked="" type="checkbox"/> Sink <input type="checkbox"/> Air vents <input type="checkbox"/> Shelving <input type="checkbox"/> Bench		<input type="checkbox"/> Floors <input checked="" type="checkbox"/> Sink <input checked="" type="checkbox"/> Air vents <input checked="" type="checkbox"/> Shelving <input type="checkbox"/> Bench		<input type="checkbox"/> Floors <input checked="" type="checkbox"/> Sink <input checked="" type="checkbox"/> Air vents <input checked="" type="checkbox"/> Shelving <input type="checkbox"/> Bench		<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Sink <input type="checkbox"/> Air vents <input checked="" type="checkbox"/> Shelving <input type="checkbox"/> Bench						
	Wipe (own) crows with Sporicidin wipes		Wipe (own) crows with Sporicidin wipes		Wipe (own) crows with Sporicidin wipes		Wipe (own) crows with Sporicidin wipes						
Tuesday	Sanitize NPR (IPA)	[Signature]	Sanitize NPR (IPA)	[Signature]	Sanitize NPR (IPA)	[Signature]	Sanitize NPR (IPA)	[Signature]	End of night				
	<input type="checkbox"/> Floors <input type="checkbox"/> Counter <input type="checkbox"/> Carts <input type="checkbox"/> Pass-thru		<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Counter <input type="checkbox"/> Carts <input type="checkbox"/> Pass-thru		<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Counter <input type="checkbox"/> Carts <input type="checkbox"/> Pass-thru		<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Counter <input type="checkbox"/> Carts <input type="checkbox"/> Pass-thru						
	Empty trash and replace with new bag		Empty trash and replace with new bag		Empty trash and replace with new bag		Empty trash and replace with new bag						
Wednesday	Sanitize Anteroom (IPA)	[Signature]	Sanitize Anteroom (IPA)	[Signature]	Sanitize Anteroom (IPA)	[Signature]	Sanitize Anteroom (IPA)	[Signature]	End of night				
	<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Sink <input type="checkbox"/> Air vents <input checked="" type="checkbox"/> Shelving <input type="checkbox"/> Bench		<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Sink <input type="checkbox"/> Air vents <input checked="" type="checkbox"/> Shelving <input type="checkbox"/> Bench		<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Sink <input type="checkbox"/> Air vents <input checked="" type="checkbox"/> Shelving <input type="checkbox"/> Bench		<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Sink <input type="checkbox"/> Air vents <input checked="" type="checkbox"/> Shelving <input type="checkbox"/> Bench						
	Wipe (own) crows with Sporicidin wipes		Wipe (own) crows with Sporicidin wipes		Wipe (own) crows with Sporicidin wipes		Wipe (own) crows with Sporicidin wipes						
Thursday	Sanitize NPR (H ₂ O ₂)	[Signature]	Sanitize NPR (H ₂ O ₂)	[Signature]	Sanitize NPR (H ₂ O ₂)	[Signature]	Sanitize NPR (H ₂ O ₂)	[Signature]	End of night				
	<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Drawers		<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Drawers		<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Drawers		<input checked="" type="checkbox"/> Floors <input type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Drawers						
	Empty trash and replace with new bag		Empty trash and replace with new bag		Empty trash and replace with new bag		Empty trash and replace with new bag						
Last tech out - Spray all crows (Lysol)	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	[Signature]	End of night				
										Wipe (own) crows with Sporicidin wipes	Wipe (own) crows with Sporicidin wipes	Wipe (own) crows with Sporicidin wipes	Wipe (own) crows with Sporicidin wipes
										Sanitize Anteroom (H ₂ O ₂)	Sanitize Anteroom (H ₂ O ₂)	Sanitize Anteroom (H ₂ O ₂)	Sanitize Anteroom (H ₂ O ₂)