



Pharmacy Technician Daily Checklist

Week of: April 26, 2015

Sunday		Monday		Tuesday		Wednesday		Thursday		Time of Day
Task	Initials	Task	Initials	Task	Initials	Task	Initials	Task	Initials	
Temp/Pressure log	AM	Temp/Pressure log	PWM	Temp/Pressure log	PWM	Temp/Pressure log	PWM	Temp/Pressure log	PWM	3:00 - 3:30
Sanitize Workbench 1	JK	Sanitize Workbench 1	PWM	Sanitize Workbench 1	JK	Sanitize Workbench 1	JK	Sanitize Workbench 1	CS	
Sanitize Workbench 2	JK	Sanitize Workbench 2	JK	Sanitize Workbench 2	JK	Sanitize Workbench 2	JK	Sanitize Workbench 2	CS	
Sanitize Chemo 1	JK	Sanitize Chemo 1	JK	Sanitize Chemo 1	JK	Sanitize Chemo 1	JK	Sanitize Chemo 1	CS	
Sanitize Chemo 2	JK	Sanitize Chemo 2	JK	Sanitize Chemo 2	JK	Sanitize Chemo 2	JK	Sanitize Chemo 2	CS	
Sanitize Workbench 1	JK	Sanitize Workbench 1	JK	Sanitize Workbench 1	JK	Sanitize Workbench 1	JK	Sanitize Workbench 1	PWM	
Sanitize Workbench 2	JK	Sanitize Workbench 2	JK	Sanitize Workbench 2	JK	Sanitize Workbench 2	JK	Sanitize Workbench 2	PWM	
Sanitize Chemo 1 (2% Na Hypochlorite)	JK	Sanitize Chemo 1 (2% Na Hypochlorite)	JK	Sanitize Chemo 1 (2% Na Hypochlorite)	JK	Sanitize Chemo 1 (2% Na Hypochlorite)	JK	Sanitize Chemo 1 (2% Na Hypochlorite)	JK	
Sanitize Chemo 2 (2% Na Hypochlorite)	JK	Sanitize Chemo 2 (2% Na Hypochlorite)	JK	Sanitize Chemo 2 (2% Na Hypochlorite)	JK	Sanitize Chemo 2 (2% Na Hypochlorite)	JK	Sanitize Chemo 2 (2% Na Hypochlorite)	JK	
UV light on Blower on	JK	UV light on Blower on	JK	UV light on Blower on	JK	UV light on Blower on	JK	Sanitize underneath bottom panel of BSCs (2% Na Hypochlorite)	JK	
Sanitize PPR (IPA)	JK	Sanitize PPR (IPA)	JK	Sanitize PPR (IPA)	JK	Sanitize PPR (IPA)	JK	Sanitize PPR (H ₂ O ₂)	JK	
<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"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" 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"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" 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

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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 type="checkbox"/> Pass-thru	LS	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input type="checkbox"/> Pass-thru	LS	Sanitize NPR (IPA) <input type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	LS	Sanitize NPR (IPA) <input checked="" type="checkbox"/> Floors <input checked="" type="checkbox"/> Counter <input checked="" type="checkbox"/> Carts <input checked="" type="checkbox"/> Pass-thru	LS	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	LS	
Sanitize Anteroom (IPA) <input checked="" type="checkbox"/> Floors <input type="checkbox"/> Sink <input type="checkbox"/> Air vents <input type="checkbox"/> Shelving <input type="checkbox"/> Bench	LS	Sanitize Anteroom (IPA) <input type="checkbox"/> Floors <input type="checkbox"/> Sink <input type="checkbox"/> Air vents <input type="checkbox"/> Shelving <input type="checkbox"/> Bench	LS	Sanitize Anteroom (IPA) <input type="checkbox"/> Floors <input type="checkbox"/> Sink <input type="checkbox"/> Air vents <input type="checkbox"/> Shelving <input type="checkbox"/> Bench	LS	Sanitize Anteroom (IPA) <input type="checkbox"/> Floors <input type="checkbox"/> Sink <input type="checkbox"/> Air vents <input checked="" type="checkbox"/> Shelving <input type="checkbox"/> Bench	LS	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 type="checkbox"/> Bench	LS	
Empty trash and replace with new bag	LS	Empty trash and replace with new bag	LS	Empty trash and replace with new bag	LS	Empty trash and replace with new bag	LS	Empty trash and replace with new bag	LS	
Wipe (own) crows with Sporidicin wipes	LS	Wipe (own) crows with Sporidicin wipes	LS	Wipe (own) crows with Sporidicin wipes	LS	Wipe (own) crows with Sporidicin wipes	LS	Wipe (own) crows with Sporidicin wipes	LS	
Last tech out - Spray all crows (Lysol)	LS	Last tech out - Spray all crows (Lysol)	LS	Last tech out - Spray all crows (Lysol)	LS	Last tech out - Spray all crows (Lysol)	LS	Last tech out - Spray all crows (Lysol)	LS	
End of night										