

# MA CHECKLIST

Month \_\_\_\_\_

## DAILY

Date \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday
Replenish Pt. Rooms					
Replenish clear drawers in cabinets					
Wash, Dry, Fold Towels and put away					
Tidy-Up Floors/Countertops/Rooms					
Sanitize Pt. Chairs and trays					
Report Low Inventory					
Recharge Batteries					
Have your schedule filled out for the next day					
Account for Instrumnts make sure Instr are in right rooms					
Pull all patient info for next day Ortho, Braces, Debridement sheets Bio/Vasc/MRI results					
<b>ADMIN INITIALS</b>					

## WEEKLY

Dust each room					
Autoclave instruments					
Erase wall scuffs					
Sanitize instruments, Replace colored tape, Clean Inst. boxes, change Benz-all					

Notes/Inventory needed!!!!

---



---



---



---



---



---

**YOU MUST INITIAL EACH TASK AS COMPLETED**

These things must be done before you go home!!!

(If no patients are scheduled the next day, pull the things needed for the next day patients are to be seen!!!)