



## Before You Leave Your Office Check List:

### Mechanical Room

- Turn off nitrous units including shut-off valves on all tanks.
- Confirm that vacuum is powered off, but electricity is still supplied to vacuum system, some brands perform periodic cycles.
- Shut down power to air compressor so unit doesn't run while out.
- Amalgam separator – if new cartridge available, swap out to avoid particles hardening.
- If office is not equipped with main master water shutoff valve, shut off water inlet valve to vacuum pump by hand.

### Operatory

- Clean chairside vacuum traps and replace screens.
- Run recommended vacuum cleaner through lines.
- Clean and lubricate all valves and O-rings in HVE and saliva ejectors.
- Perform shock treatment on delivery system water lines and flush system following guidelines from the manufacturer.
- Remove and empty all self-contained water bottles, and flush lines until empty and free of water.
- If office is not equipped with main master water shutoff valve, shut off water valves by hand at foot of chair.
- Remove and clean slow speeds and motors from delivery unit hoses.
- Remove all handpieces, lubricate and sterilize.
- Turn off all power to dental units.

### CAD/CAM

- Perform manufacturer recommended cleaning procedure for mill, and unplug unit and empty out water tray (if applicable).

### Technology

- Run or perform a backup of server.
- Turn off computer peripherals such as scanners, speakers and desktop printers.
- Do Not Turn Off
  - Fax machines
  - Phones
  - Servers and backup drive systems
  - Security systems

### Sterilization – Lab

- Follow manufacturer recommended cleaning on sterilizers.
- Drain all sterilizer water reservoirs – If possible suction out reservoirs where needed with HVE.
- Unplug sterilizers to avoid any power surges.
- Run water through model trimmer to avoid plaster buildup, flush extra water through drain, and hand shut-off water inlet valve.
- Drain ultrasonic cleaner and remove any instruments.

### Imaging

- Turn off all x-rays and unplug conebeam/panoramic units.
- Remove all hand held x-ray batteries from charging cradles.

Whether you have decided to temporarily close your office or remain open for emergency procedures, DHPI is here to help, **800-626-2163**.