

To Do List for offices closing for an extended period.

- 1. Remove and empty water bottle. Reinstall water bottle and run system to purge all water from delivery unit lines. Remove water bottle allow to air dry.
- 2. Bleed all airlines.
- 3. Turn delivery unit master switch off.
- 4. Flush/clean all vac lines. Replace vacuum filter. Replace all disposable traps in delivery and/or assistant units.
- 5. Replace Hg5 amalgam separator filter if available.
- 6. Turn all master switches (air/vac/water) off.
- 7. Disconnect air compressor from main power.
- 8. Disconnect wet ring vacuum from main power.
- 9. Disconnect RamVac from main power.
- 10. Midmark G and Air Techniques Mojave dry vacuums - Leave main power connected.
Power down from master switch.
- 11. Shut off water purification system and purge with air until ops and all faucets run dry.
- 12. Drain chemistry from film processor and remove racks.
- 13. Power off panoramic x-ray. Disconnect from power source.
- 14. Power off all intraoral x-rays (do not leave Nomad batteries on charge).
- 15. Remove detergents and solutions from the Hydrim.
- 16. Drain the ultrasonic and allow to air dry.
- 17. Clean and drain reservoir from autoclave.
- 18. Empty Statim waste bottles.
- 19. Empty water distiller and allow to air dry.
- 20. Run model trimmer to flush and clean wheel.
- 21. Remove plaster trap and discard if available.
- 22. Clean the mill from any debris.
- 23. Drain coolant tank from mills.
- 24. Remove all resin from 3D printer and clean.
- 25. Perform backup of office server on external hard drive. Take the external drive with you.
- 26. Power down all workstations, server and peripherals.

CHECK THAT ALL MASTER SWITCHES ARE OFF!