

CHORE CHECKLIST

Date: _____ Clinic: _____

POD 1 AM

Initials

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Oxygen regulators disconnected	
Rinse/put away instruments	
Wipe down POWS-Plug in	
Machines that are not being used are turned off after AM rinse	
Bleach Water/WECK prepare and empty	
Condo meter calibration- start of day	

POD 2 AM

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Oxygen regulators disconnected	
Rinse/put away instruments	
Wipe down POWS-Plug in	
Machines that are not being used are turned off after AM rinse	
Glucometer Calibration	

POD 3 AM

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Oxygen regulators disconnected	
Rinse/put away instruments	
Wipe down POWS - Plug in	
Machines that are not being used are turned off after AM rinse	
Rinse PM machines	

POD 4 AM

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Oxygen regulators disconnected	
Rinse/put away instruments	
Wipe down POWS - Plug in	
Machines that are not being used are turned off after AM rinse	
Consolidate biohazard	
Bleach Water/WECK prepare and empty	

POD 5 AM

Initials

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Oxygen regulators disconnected	
Rinse/put away instruments	
Wipe down POWS-Plug in	
Machines that are not being used are turned off after AM rinse	

POD 6 AM

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Oxygen regulators disconnected	
Rinse/put away instruments	
Wipe down POWS-Plug In	
Machines that are not being used are turned off after AM rinse	

POD 7 AM

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Oxygen regulators disconnected	
Rinse/put away instruments	
Wipe down POWS- Plug in	
Machines that are not being used are turned off after AM rinse	

POD 8 AM

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Oxygen regulators disconnected	
Rinse/put away instruments	
Wipe down POWS-Plug in	
Machines that are not being used are turned off after AM rinse	

RN SIGN-OFF _____

Date: _____

CHORE CHECKLIST

Date: _____ Clinic: _____

POD 1 PM

Initials

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Oxygen regulators disconnected	
Rinse/put away instruments	
Wipe down POWS-Plug in	
Citric Acid Jug Levels/DiaCap change	
Wipe/Bleach Drains 2x/wk-if applicable	
AM set ups on each machine -2 blue clamps hanging. TVS's OFF	
Condo Meter calibration-end of night	

POD 2 PM

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Disinfect Iso Machine if not in use	
Rinse/put away instruments	
Wipe down POWS-Plug in	
Citric Acid Jug Levels/DiaCap change	
Wipe/Bleach Drains 2x/wk-if applicable	
AM set ups on each machine -2 blue clamps hanging. TVS's OFF	
Bleach Water/WECK prepare and empty	

POD 3 PM

Initials

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Rinse/put away instruments	
Wipe down POWS-Plug in	
Citric Acid Jug Levels/DiaCap change	
Wipe/Bleach Drains 2x/wk-if applicable	
AM set ups on each machine -2 blue clamps hanging. TVS's OFF	
Citric Thermal completed on all machines in PM lab/turn off/complete log	

POD 4 PM

Initials

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Rinse/put away instruments	
Wipe down POWS-Plug in	
Citric Acid Jug Levels/DiaCap change	
Wipe/Bleach Drains 2x/wk- if applicable	
AM set ups on each machine -2 blue clamps hanging. TVS's OFF	
Disinfect ISO/Private Room Machines	
Consolidate biohazard	
Bleach Water/WECK prepare and empty	

POD 5 PM

Initials

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Rinse/put away instruments	
Wipe down POWS-Plug in	
Citric Acid Jug Levels/DiaCap change	
Wipe/Bleach Drains 2x/wk-if applicable	
AM set ups on each machine -2 blue clamps hanging. TVS's OFF	

POD 6 PM

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Rinse/put away instruments	
Wipe down POWS-Plug in	
Citric Acid Jug Levels/DiaCap change	
Wipe/Bleach Drains 2x/wk-of applicable	
AM set ups on each machine -2 blue clamps hanging. TVS's OFF	

POD 7PM

Initials

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Rinse/put away instruments	
Wipe down POWS-Plug in	
Citric Acid Jug Levels/DiaCap	
Wipe/Bleach Drains 2x/wk-if applicable	
AM set ups on each machine -2 blue clamps hanging. TVS's OFF	

POD 8 PM

Initials

Restock All supplies/Tidy POD- BP cuffs, hand gel, foldable chairs, trash	
Needle Sharps/Medical Waste	
Rinse/put away instruments	
Wipe down POWS-Plug in	
Citric Acid Jug Levels/DiaCap change	
Wipe/Bleach Drains 2x/wk-	
AM set ups on each machine -2 blue clamps hanging. TVS's OFF	

RN SIGN-OFF _____

Date: _____