# CHORE CHECKLIST

Date:\_\_\_\_\_ Clinic:\_\_\_\_\_



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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	P
Restock All supplies/Tidy POD- BP		Re
cuffs, hand gel, foldable chairs, trash		cu
Needle Sharps/Medical Waste		tra
Oxygen regulators disconnected		Ne
Rinse/put away instruments		Ri
Wipe down POWS-Plug in		Wi
Citric Acid Jug Levels/DiaCap change		Cit
Wipe/Bleach Drains 2x/wk-if applicable		Wi
AM set ups on each machine -2 blue		AM
clamps hanging. TVS's OFF		cla
Condo Meter calibration-end of night POD 2 PM		
Restock All supplies/Tidy POD- BP		
cuffs, hand gel, foldable chairs, trash		Re
Needle Sharps/Medical Waste		ha
Disinfect Iso Machine if not in use		Ne
Rinse/put away instruments		Rii
Wipe down POWS-Plug in		Wi
Citric Acid Jug Levels/DiaCap change		Cit
Wipe/Bleach Drains 2x/wk-if applicable		
AM set ups on each machine -2 blue		Wi
clamps hanging. TVS's OFF		AM
Bleach Water/WECK prepare and		cla
empty POD 3 PM	Initials	Re
Restock All supplies/Tidy POD- BP		ha
cuffs, hand gel, foldable chairs, trash		Ne
Needle Sharps/Medical Waste		Rir
Rinse/put away instruments		Wi
Wipe down POWS-Plug in		Cit
Citric Acid Jug Levels/DiaCap change		Wi
Wipe/Bleach Drains 2x/wk-if applicable		AM
AM set ups on each machine -2 blue clamps hanging. TVS's OFF		cla
Citric Thermal completed on all		Re
machines in PM lab/turn off/complete		ha
log		Ne
POD 4 PM	Initials	Rin
Restock All supplies/Tidy POD- BP		Wi
cuffs, hand gel, foldable chairs, trash		Cit
Needle Sharps/Medical Waste		Wi
Rinse/put away instruments		AM
Wipe down POWS-Plug in		cla
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		R
Disinfect ISO/Private Room Machines		D
Consolidate biohazard		

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	Traitiala
clamps hanging. TVS's OFF POD 8 PM	Initials
clamps hanging. TVS's OFF <b>POD 8 PM</b> Restock All supplies/Tidy POD- BP cuffs,	Initials
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