ANNUAL EQUIPMENT MAINTENANCE CHECKLIST:

1. Change sterilizer door gasket, cassette seals, bellows and fill filters.
2. Change oil (if oil lubricated) of compressor
3. Have fire extinguisher(s) inspected
4. Have X-ray equipment inspected, calibrated, and certified (requirements vary—may be as infrequently as once every five years).
5. Conduct staff OSHA training
6. Review emergency procedures with staff, including how to handle patient emergencies as well as what to do in case of fire, etc.
7. Check power cords for all electronic equipment around the office and replace any that are frayed or worn.
8. Observe a complete sterilization cycle, looking for any signs of malfunction, such as a steam leak.
9. Conduct staff OSHA training.
10. Have X-ray equipment inspected, calibrated and certified

Offices should determine a maintenance schedule based on their practice’s equipment and state requirements.

Each office should have an equipment “first aid” kit. It should contain items that are needed for routine self-maintenance. These include:

* + Handpiece lube and cleaner
	+ Air compressor oil and intake valves
	+ Vacuum intake filters, line cleaner, traps and canisters
	+ Spare handpiece turbines, chucks, bur tools and cleaners
	+ Light bulbs for handpieces, curing lights and operatory lights
	+ Spare O-rings and gaskets.
	+ Filters for air and water lines
	+ Replacement screens/traps for central vacuum
	+ Fuses for chairs, sterilizer, processor, etc.
	+ Hydraulic fluid (if you have hydraulic chairs)

 Make sure to keep owner’s manuals for all equipment in a secure place, and consult them for manufacturer’s recommended maintenance. Equipment invoices should also be kept in case warranty issues.Dreamstime.com

Be aware of seasonal tendencies for extremes of heat, cold and humidity, and the effect these extremes can have on specific pieces of equipment. For example, replacing compressor dryer desiccant is commonly required in the summer months.

Be mindful of critical equipment and always have spares of the following on hand:

* 1. Compressor oil
	2. Have a back-up plan in case of failure of compressor, vacuum or sterilizer. Having a smaller secondary unit on hand that can be “hot-swapped” temporarily can keep you up and running.

Have a contingency plan in case of failure of computer system.

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