

# PRACTICE STARTUP CHECKLIST AFTER A PLANNED EXTENDED CLOSURE

## To Our Valued Customers:

As a welcome back into your practice, Henry Schein Dental has recommended these following items as a guideline to efficiently bring your practice back on line and get you ready for your first patient.

## Welcome Back Start-Up Check List:

### Mechanical Room

- Nitrous System – Open up valves on all tanks prior to turning system back on.
- If office is equipped with main master water shut-off valve, turn water back on at switch or by turning valve.
- Confirm that vacuum is powered back on at switch or breaker, and test for suction in each operator.
- Turn power to air compressor back on and check visible gauge to ensure unit is pressuring back up.
- Amalgam separator – look for visible flow of fluid present in clear canister.

### Operatory

- Vacuum Canisters/Solids Collectors – Ensure traps/screens are present and caps are back on tight.
- Re-run recommended vacuum cleaner solution through lines.
- Ensure all HVE and Saliva Ejectors move freely.
- Turn power back on to all dental units.
- Replace all self-contained water bottles and ensure they have water in them and any water treatment if applicable.
- If main master water shut-off valve is present, remember to turn back on. If connected to city water, hand turn water valves back on at foot of chair.
- Using an empty bucket, remove high-speed handpiece tubing from holders and step on the rheostat/foot control with the water toggle turned on, until water is present and spraying into bucket. Repeat for all A/W syringes as well.
- Reconnect all handpieces and slow speed motor and ensure proper function.
- Run all patient chairs through the preset functions to ensure chair hydraulic systems are working correctly.

### CAD/CAM

- Plug unit back in and perform manufacturer recommended start-up procedure. Fill water tray (if applicable).

### Technology

- Ensure backup procedures were performed while out. If not, perform procedure again and ensure completion.
- Turn back on computer peripherals such as scanners, speakers, and desktop printers.
- Ensure function of:
  - Fax machines
  - Phones
  - Servers and backup drive systems
  - Workstations

### Sterilization – Lab

- Fill all sterilizer water reservoirs.
- Plug back in all sterilization equipment and power on.
- Clean door gaskets or cassette seals and run a test cycle on all sterilizers.
- Turn water valve to model trimmer back on and flush water through system and check for leaks.
- Close drain valve and fill ultrasonic cleaner.

### Imaging

- Plug in and turn on all conebeam/panoramic units.
- Charge any handheld X-ray batteries on charging cradles.

Henry Schein Dental's goal is to partner with you during this time and when business returns to normal, we look forward to continuing to work closely with you as you deliver dental care to your patients.

If your office remains open for routine or emergency care, our Technical Service Team is available to you should the need for technical service arise. To submit a technical service request, you can email [servicerequests@henryschein.com](mailto:servicerequests@henryschein.com) with your office details and what is needed and a Team Schein Member will contact you to schedule service.

**The COVID-19 resource site may be accessed at: [www.henryschein.com/COVID19update](http://www.henryschein.com/COVID19update)**

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