RHC Preventive Maintenance Equipment Log Fiscal Year End: 12/31/2021 (Update Annually)

NOTE: Include all biomedical equipment and maintain with certified professionals in accordance with manufacturer's guidelines.

Tag Number	Equipment Name	Location	Serial Number	Date In Service	Maintenance Vendor	Scheduled Maintenance

RHC Nurse Monthly Duties Fiscal Year End: 12/31/2021 (Update Annually)

Month	Drug Samples	Influenza Vaccines	Emergency Drugs	Anesthetic Spray	Suture Sets	Clean Supply Cabinets
January						
February						
March						
April						
May						
June						
July						
August						
September						
October						
November						
December		_				

	Inst	ructions	
supplies that are found the clinic. The clinic sl	in the area are disposed of pro- nould be completely dust free at ted the task for the appropriate	eview the above areas and ensure the perly, clean the supply cabinets, and the end of the month, as well. Pleatment. The Office Manager will cure it has been completed:	d remove all clutter from ease initial in each of the
1st Quarter	2nd Quarter	3rd Quarter	4th Quarter

RHC Nurse Weekly Duties Fiscal Year End: 12/31/2021 (Update Annually)

		Clean Patient	Take Out	Restock	Complete Filing	
Day	Date	Rooms	Garbage	Patient Rooms	of Charts	Initials
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

RHC Custodial Duties (Daily Log) Fiscal Year End: 12/31/2021 (Update Annually)

Month: _____

	Disinfect	Mop						
Day		Bathroom(s)	Mop Lab	Vacuum	Empty Trash	Dust	Clean Glass	Initials
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								

RHC Sample Medication Log Fiscal Year End: 12/31/2021

Date	Patient Name	Medication	Lot#	Dose	# of Samples Given	Exp. Date	Signature
_							
·							_
	_						