

# PRACTICE STARTUP CHECKLIST AFTER AN UNPLANNED EXTENDED CLOSURE

## To Our Valued Customers:

When returning from an unexpected quick closure, 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.

## Returning from an unexpected quick closure:

### Mechanical Room

- Nitrous System – Check gauges on tanks to ensure there is N<sub>2</sub>O and Oxygen present. Listen for any indications of leaks. Ensure manifold has power.
- If office is equipped with main master water shut-off valve, visibly inspect for any signs of leaks at filter and ensure switch is in the on position.
- Confirm that vacuum is powered back on at switch or breaker, and test for suction in each operatory.
- 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 fluids present in clear canister. Once suction lines in all operatories have been thoroughly cleaned, replace amalgam filter cartridge.

### Operatory

- Remove and replace all used Vacuum Canisters/Solids Collectors within the operatories. (Also replace the main solids collector on vacuum for wet-ring style vacuum pumps if applicable.)
- Fill bucket with hot water only, then start in the room furthest from the mechanical room and allow the HVE and Saliva ejector to suction up hot water for a minimum of 30 seconds. Then close the valves and move to the next closest room working your way back toward the mechanical room location.
- Once completed, allow the vacuum system to run for at least 20 minutes then re-perform cleaning procedure referenced above using hot water and an approved vacuum line cleaning solution.
- Clean and lubricate all valves and O-rings in HVE and Saliva ejectors. Inspect O-rings for any visible signs of cracks and replace if necessary.
- Ensure dental units are turned on and listen for any audible sounds of air leaks. Contact Henry Schein Service if leaks are audible/present.
- Remove all self-contained water bottles and thoroughly clean using a 1/10 bleach solution (1 part bleach, to 10 parts water). Thoroughly rinse the bottles after to ensure no residue is left.
- Remove all handpiece's and motors. Fill water bottles with shock or water treatment cleaning solutions and install them, then follow dental water line cleaning procedures outlined by the manufacturer's recommendations. If DentaPure/Sterisil Straw type filters are present, remove and replace after shock treatment is done as bacteria may be present in old filters.
- If dental units are connected to city water, remove cover of junction box and ensure no visible leaks are present at water shut-off valves. After checking for leaks, using an empty bucket, remove highspeed handpiece tubings from holders and step on the rheostat/foot control with the water toggle turned on, and flush out stagnant water in lines introducing new fresh water. This process typically takes 2 minutes per delivery system to completely flush. Repeat for all A/W syringes as well.

- Run all patient chairs through the preset functions to ensure chair hydraulic systems are working correctly. A slight delay after sitting for extended periods of time is normal, however, the chair should start to function after 10–15 seconds of use of control switches. Contact Henry Schein Service if any oil is visible at base of chair, or the chair fails to operate properly.

### CAD/CAM

- If unit was not properly shut down and cleaned, and has been sitting for an extended period of time, contact the manufacturer for their recommended guidance on proper start-up and cleaning of system. Cleaning will vary from system to system.
- If you're on a Henry Schein Dental support plan, please contact Henry Schein TechCentral for guidance on recommended procedures at (877) 483-0382.

### Technology

- Ensure backup procedures of Server(s) were performed while out. If not, immediately perform full system backup and ensure completion.
- Confirm each workstation and peripherals such as scanners, speakers, and desktop printers are back on-line, and that staff members can login successfully.

### Sterilization – Lab

- Empty/drain all sterilizer reservoirs. If possible, suction out any remaining water using HVE.
- Refill reservoir with water again and perform manufacturer's recommended cleaning procedure using approved cleaning agent.
- Clean door gaskets or cassette seals and run a test cycle on all sterilizers after properly cleaning the units.
- Perform normal spore testing procedure afterwards.
- Inspect Model Trimmer for any signs of visible water leaks. Then turn unit and water on, and continuously flush water through model trimmer to flush out any plaster buildup; flush extra water through drain, then hand shut-off water inlet valve.
- Fill Ultrasonic cleaner and complete foil test to ensure unit is working properly.
- Office Water Filtration/DI Systems – (VistaPure/Oasis, etc.) Completely drain water tank using faucet to flush out water that has been sitting. Once empty, allow system to fully replenish then test water at faucet to ensure total dissolved solids are within range on display.

### 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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