

Long-term Shut Down Office Protocol

Clinic area:

1. Clean chairside vacuum traps and replace screens
2. Clean and lubricate all valves and O-rings in the HVE and saliva ejectors
3. Empty all water bottles from the chairs and then drain all the lines. The lines should be shocked when we start up again, but not now. (Henry Schein recommends to perform shock treatment on delivery system water lines and flush system following guidelines from the manufacturer) (Patterson recommends that within a couple days of running the shock treatment, run clean water through the lines to clear out shock treatment, remove and empty bottles, run units with empty water bottles through all lines (handpieces, syringes, etc) until nothing but air comes from lines)
4. Remove and clean slow speeds and motors from delivery unit hoses
5. Remove all handpieces, lubricate and sterilize
6. Turn off all power to dental units
7. Raise chairs up to their highest settings, keep plugged in
8. Unplug certain appliances ie. heaters, curing lights, electronic alginate mixers, scanners/photo copiers,...
9. Shut down specific computers that do not require remote access (list will vary office to office)

Sterilization area:

1. Empty STAT/IM's and drain their water reservoirs to prevent build-up of any biofilm
 - a. Place a water container below the unit
 - b. Using the drain tube empty the contents of the reservoir into the water container
 - c. Remove any remaining water from the reservoir with a non-linting absorbent towel
 - d. Then empty the waste bottle
2. For BRAVO 1, BRAVO 2 and LISA – drain all sterilizers of distilled water and waste water and leave door open (make sure power is turned off)
 - a. See attached document for addition instructions (Tips for good maintenance,,,))

3. Drain and rinse Ultrasonic cleaner and wipe dry – leave lid open
4. Bleach clean your VistaPure tank and then shut the city water off to the unit and drain the tank (see attached document – Tips for good maintenance...)
5. Unplug sterilizers to avoid any power surges

Records:

1. Raise chair up to its highest settings, keep plugged in
2. Turn off x-ray machine/iCAT machine switches and shut down corresponding computers, unplug conebeam and pan/ceph units
3. Remove all handheld x-ray batteries from charging cradles
4. Shut down iTero scanners
5. Shut down specific computers that do not require remote access (list will vary office to office)

Reception:

1. Clean/turn off coffee machine and tea kettles in reception and doctors office
2. Remove all water jugs from stands (they can leak)
3. Unplug certain appliances ie. heaters, scanners/photo copiers, video games,...
4. Shut down specific computers that do not require remote access (list will vary office to office)

Staff room:

1. Empty the fridge and cupboards of any perishable foods
2. Unplug certain appliances ie. coffee machines, tea kettles, microwave, toaster oven heaters, lamps (if have any)...
3. Remove all water jugs from stands (they can leak)
4. Shut down specific computers that do not require remote access (list will vary office to office)

Lab:

1. Run water through model trimmer to avoid plaster buildup, flush extra water through drain and hand shut off water inlet valve
2. Unplug all equipment (3D printer, welder, micro-etch/sand-blaster, wet sanding disc,...)

3. Check and clear draining traps as needed, ie run water for a couple minutes
4. Shut down specific computers that do not require remote access (list will vary office to office)

Mechanical room:

1. Confirm vacuum is powered off but electricity is still supplied to the vacuum system, some brands perform line cleaning prior to shut off
2. Shut down power to air compressor so unit doesn't run while out
3. If you have a dryvac please contact local Henry Schein tech to help you shut it down
4. If office is not equipped with main master water shut off valve, shut off water inlet valve to vacuum pump by hand

Technology:

1. Run or perform back up of server
2. Turn off computer peripherals such as scanners, speakers and desktop printers
3. Do not turn off:
 - a. Fax machines
 - b. Phones
 - c. Servers and backup drive systems
 - d. Security systems

General

1. Ensure that you have a contact number or instructions on the door for guidance for any deliveries
2. Adjust/set thermostat
3. Shut off pump to circulate hot water (if have one)
4. Close all blinds/shades in office
5. Feed fish, water plants,...
6. Security measures – alert security company of shut down, disable specific FOBs or collect keys from certain staff (if you feel necessary)
7. Turn off switches for water, air and vacuum

8. Turn of master switch for lights

What to do while you are closed:

1. Someone should come into the office once/week (or every 3-4 days) to run vacuum and compressor, run warm water through the vac lines – run for at least 15min – don't forget to turn water on while doing this and then turn off again before leaving
2. Turn on the sink at plaster trap for a few minutes to keep from drying out, as well as model trimmer

What to do when you get back:

1. Turn on master water valve, compressor, vacuum (turn water on first)
2. Fill sterilizer tank
3. Refill ultrasonic
4. Turn on dental units
5. Flush water through all handpieces and syringe lines for 2 min
6. Allow up to an hour for equipment to warm up
7. Always listen for any air and vacuum leaks