

ORGANIZATIONAL CHECKLIST

Practice receives 1 point for each ☒ checked box



color code system

- ☐ Each procedure is identified by a color
- ☐ Instruments are color coded with ID rings or tape
- ☐ Practice is utilizing instrument cassettes
- ☐ Burs are stored in matching colored bur holders
- ☐ Cassettes and bur holders are stored on covered trays

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treatment room

- ☐ Countertops are free of clutter
- ☐ Cabinetry is well organized
- ☐ Procedure-specific dental materials are stored in procedure tubs, as opposed to drawers and cabinets
- ☐ Limited number of accessible, pouched single instruments are stored in drawers or cabinets (in the event one is dropped during a procedure)
- ☐ There is a nearby waste receptacle or another way to discard disposables **during** the procedure
- ☐ Disposable products, including gloves, cotton rolls, gauze, anesthetic, masks, etc., are stored in drawers or cabinetry

sterilization center

- ☐ Countertops are clutter-free
- ☐ Cabinetry is well organized
- ☐ Clean/dirty areas are clearly defined
- ☐ Open counter space on "clean" side for preparing chairside procedure trays and re-stocking tubs
- ☐ Instrument setups are stored on racks or in cabinetry and are easily identifiable by procedure
- ☐ Procedure-specific materials are organized and stored in color coded Procedure Tub with cover
- ☐ Overstock inventory such as composite, etch, retraction cord, etc., is organized in cabinetry for easy restocking of the tubs

additional observations

- ☐ The practice appears to generally stay on schedule
- ☐ Doctors and team members appear to be happy, calm, and not rushed
- ☐ Team members rarely need to leave during a procedure to find missing instruments or materials
- ☐ Dirty instruments are stored and transported in a leak-proof covered container to comply with OSHA and CDC standards.

TOTAL: _____

20-25 = **A**wsome 15-20 = **B**e attentive 10-15 = **C**ould be better 5-10 = **D**evelop a plan