

How to Prepare Dental Equipment During Extended Absence

Practices and procedures that ensure that your equipment is in optimal working order when you return.

We Are Available:

WDA Service Solutions will remain open and available to assist you with your equipment needs during these challenging times. As you work through the checklist below, and if you would like assistance, please call **1-888-213-7300**, and you will be immediately connected with a technician.

NOTE: As you complete the checklist, please be sure to thoroughly document all equipment maintenance and shutdowns that are performed. This documentation will help you to know what to do in reverse order once the office reopens.

➤ Treatment Rooms:

Disinfect all Equipment

Complete a standard infection protocol for all rooms

Flush all Vacuum Lines with Vacuum Cleaner

*Run vacuum cleaner through all the rooms and suction valves and let the vacuum system operate for at least **15 minutes** after solution has been flushed into vacuum plumbing lines.*

Clean Chairside Vacuum Traps and Replace Disposable Vacuum Screens

Review Expiration Dates for Drugs, Products, and Supplies

Flush Water from Delivery Units

Water Bottle Systems: Place an empty bottle onto each system and flush air through all devices that use water such as air/water syringes, handpiece tubings, ultrasonic scalers. Remove as much water from systems as possible by flushing air through system from bottle.

Non-Water Bottle Systems: You will not be able to flush water out of the systems if you are hooked up directly to city water supply. Flush water through handpiece tubings and air/water syringes when reopening the office.

Discard Water Stored in Bottled Water Systems

Discard any water being stored in any bottle systems, even if treated with chemicals or tablets. Sealed or freshly produced, and stored distilled water, should be OK to leave; but use discretion based upon how long your facility is closed.

Empty Water from Equipment Reservoirs

Empty all water from any equipment reservoir. Some ultrasonic scalers have their own self-contained reservoir water system. Examples: Cavitron Dual Select, Cavitron Select, and EMS scaler systems.

Turn off Master On/Off Valves on Delivery Systems

Turn off Power Switches on all Dental Equipment

Turn the power off on all equipment including lights, chairs, x-rays, panoramic or CBCT x-rays, lab equipment and milling systems, delivery systems, small equipment (curing lights, triturators, ultrasonic scalers, etc.), and cabinets with power strips or switches.

Shut Down PC Workstations

Contact your IT provider for recommendations for shutting down workstations and/or main server computer.

Drain Chemicals from Film Processor

Drain all chemicals from film processor and properly dispose of chemistry. Perform a weekly / monthly cleaning procedure and make sure all equipment is left clean and dry. If equipped, shut off the water supply to the film processor.

➤ **Sterilization Areas:**

Clean All Instruments and Autoclaves

Process all instruments through your instrument washer or ultrasonic cleaner, autoclave, and properly store. Do not leave any unprocessed or dirty instruments and make sure no instruments are left in either an instrument washer or autoclave as a “last load”. All equipment should be left empty.

Wrap the “Unwrapped”

For instruments that are normally processed “unwrapped” consider processing in pouches or barrier wraps if possible, or plan to autoclave these items once patient treatment resumes.

Perform Autoclave Maintenance

Perform weekly or monthly cleaning protocols on autoclaves and then drain water from all reservoirs. Wipe out chambers and reservoirs (if possible) with a clean dry cloth.

Perform Maintenance on Handpiece Lubrication Systems

Disconnect all chemical sprays and lubricants from handpiece maintenance systems like QuattroCare, Statmatic, LubriCare, etc. Clean and disinfect system.

Drain and Disinfect Ultrasonic Cleaners

Perform Maintenance on Instrument Washer

*Disconnect cleaning solution from instrument washers such as Hydrim and Miele. Systems such as Hydrim have additional instructions in a “Prepare for Shipping” settings screen. Contact SciCan or WDA Service Solutions **888-312-7300** for technical assistance.*

Empty Statim Sterilizer Waste Bottle and Statim Water Reservoir

Water Purification System: SciCan VistaPure

Sanitize the tank and faucet (consult your manual or contact SciCan or WDA Service Solutions for instructions)

➤ **Compressor, Vacuum, Water Systems, and Nitrous Oxide:**

Turn off Compressor and Vacuum Systems – Use Circuit Breaker

Be certain air compressor and vacuum systems are shut off. Switch circuit breakers for the air compressor and vacuum to the “off” position. Some systems have preprogrammed start-up and shut off times, such as those on automatic controls like the RamVac OWL system. Make certain that your systems won’t be operating automatically while the office is closed.

- Shut off Main Water Supply to Building or Facility**
This will help ensure that you do not have a water-related incident or leak while the office is closed.
- Turn off all Nitrous and Oxygen Tanks**
Turn off all tanks, whether they are on portable units or in your central tank room.
- Shut off Water Supply to Wet Vacuum Systems** (if applicable)
If you have a water ring “wet” vacuum system, shut off water supply to the pump. NOTE: Dry vacuum systems do not have a water supply.
- Shut off Water Supply to Water Treatment Systems**
Shut off water supply to water systems such as VistaClear, Sterisil, or OSO Pure systems that supply water throughout the office. Review the maintenance protocols and schedules for these systems and make sure they are current.

➤ **General Recommendations:**

- Hold Automatic Deliveries of Suppliers and Services**
If you have automatic deliveries of any supplies or materials, contact your supplier to HOLD deliveries until further notice. Example: scheduled deliveries of medical gas (N2O or Oxygen) or cleaning services such as janitorial, floor mats, or cleaning supplies.
- Contact Dental Lab**
Contact your dental lab and let them know you are suspending operations. Arrange for the delivery of any pending lab cases.
- Shut off Lights and as Much Equipment as Possible**
- Lock Doors and Set Security Systems**
- Make a Data Backup**
Make a data backup of your critical computer and patient data and make sure you have a copy stored off-site.
- Shut off Your Facility Water if Possible. (as noted above)**
- Equipment with Rechargeable Batteries**
Make a note of any equipment that has a rechargeable battery that may be unplugged or removed from a charging device during shutdown. Items such as cordless handpieces, portable x-ray units, cordless curing lights, or possibly AED defibrillators; may need to be charged immediately when resuming a normal patient schedule.
- Make Regular Visits to Your Office**
Consider making regular visits to your office to ensure that all is in order and that HVAC systems such as heating and cooling are operating, no water leaks have occurred at any location, and that the building is secure.
- Consider Complete Office Maintenance**
WDA Service Solutions offers complete office maintenance programs. Take advantage of this downtime by having your equipment serviced so that everything is ready to go once you resume normal operations. Call 888-213-7300 for more information.