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| --- | --- |
|  | **Cleaning and Facility Upkeep** |
| [ ]  | Clean baseboards |
| [ ]  | Clean the air vents |
| [ ]  | Clean up parking lot |
| [ ]  | Cleaning windows |
| [ ]  | Deep cleaning |
| [ ]  | Dust everything, lights, tops of cabinets, blinds, etc. |
| [ ]  | Dusting shelves |
| [ ]  | Light landscaping |
| [ ]  | Painting the hospital (with practice owner approval!) |
| [ ]  | Polish stainless-steel surfaces |
| [ ]  | Pressure wash sidewalks |
| [ ]  | Taking all items out of drawers cleaning them and reorganizing them |
|  |  |
|  | **Client Related Tasks** |
| [ ]  | Reach out to lost clients (those who have not been in for more than 2 years) |
| [ ]  | Make a fun post about the hospital for social media |
| [ ]  | Make new client packets |
| [ ]  | Make puppy and kitten packets |
| [ ]  | Reorganize all the hospital client literature |
| [ ]  | Review client list and update it in PMS (lost client list, overdue services) |
| [ ]  | Update staff bios for website |
|  |  |
|  | **Hospital Inventory** |
| [ ]  | Clean the freezer and refrigerator |
| [ ]  | Deep clean under sinks and in cupboards |
| [ ]  | Do a full hospital inventory and ensure your PMS matches what you have on hand |
| [ ]  | Going through dull instruments and mailing them out for cleaning and sharpening |
| [ ]  | Rotating stock of food and drugs |
| [ ]  | Updating your crash cart |
|  | **Safety/ Equipment Maintenance** |
| [ ]  | Checking your xray gowns and gloves for holes, cracks, etc |
| [ ]  | Deep clean and lubricate all the clipper blades |
| [ ]  | Go through all the muzzles and discard old, broken muzzles |
| [ ]  | Go through old surgery packs and those that are over a year old, redo them. |
| [ ]  | Have a fire drill |
| [ ]  | Have everyone go through OSHA training / harassment training |
|  |  |
|  |  |
|  | **Staff Training and Development** |
| [ ]  | Create a list of skills that each person wants to work on and find time to practice |
| [ ]  | Creating development plans |
| [ ]  | Cross train! |
| [ ]  | Doing group trainings that you have been meaning to do |
| [ ]  | LearningVet.com Courses |
| [ ]  | Practice fear-free techniques |
| [ ]  | Practice Hands-Free radiology |
| [ ]  | Practice restraint techniques |
| [ ]  | Practice taking digital dental xrays with a model |
| [ ]  | Review hospital culture and do a deep dive into each piece |
| [ ]  | Run a CPR drill |
| [ ]  | Starting one on ones |
| [ ]  | Work on becoming fear-free certified |
|  |  |
|  | **Vendors** |
| [ ]  | Update your vendor list |
| [ ]  | Schedule lunch and learns with preferred vendors |