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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 |
|  |  |
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|  | **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 |