



Monthly Duties Check Sheet

Month: _____ Year: _____

1. _____ **Controlled Drug Log Inventory.**
 - a. Inventory controlled drug logs and make sure balance in log book is equal to balance actually on hand.
 - b. This is done on the first day of each month.
2. _____ **Change Mop Head** (January and July only, or more as needed).
3. _____ **Run controls on lab equipment according to manufacturer's recommendations.**
4. _____ **Clean microscope**, including objectives.
5. _____ Complete and send **Monthly Clinic Billing** for accounts receivable.
6. _____ Prepare a **quarterly Report for Montgomery Humane Trust** (March, June, September, December).
7. _____ **Yearly OSHA required maintenance** on all 3 anesthetic machines. We usually use Eagle Eye Anesthesia, and this usually occurs in May of each year.
8. _____ Clean air conditioner vents.
9. _____ Clean refrigerators.