

Week Beginning: _____

Daily, Weekly, Monthly Checklist

DAILY	Sun	Mon	Tue	Wed	Thur	Fri	Sat
Fridge Temp AM							
Sign RPh log book							
Cycle Counts							
Check Email							
Review & respond to customers							
Check corporate communications							
Fridge Temp PM							
File Hardcopies							
Day 14 Returns							
Check OV order							
Refill Vials/Caps							
Refill Paper/Labels							
Clean Counting Trays							
Wipe Down Counters							
Take Out Trash							
Clean Kirby Lester							
RTS balance maintenance							
WEEKLY							
Vacuum & Dust							
WH Order (Supplies too)							
Strongpak							
File OV invoices							
OV returns (Wed)							
Post Tech Schedule							
MONTHLY							
WH returns							
1 X 1 Outdates							
Waiting Bin Scan							
Regulatory Review (RPh)							

