



Products • Services • Technology

REPAIR & MAINTENANCE CHECK LIST



What to do:

- Daily
- Weekly
- Monthly
- Semi-Annually
- Annually



Items Every Office
Should Have

TIPS for:
**REPAIR &
MAINTENANCE**

REPAIR & MAINTENANCE

CHECK LIST



Use this checklist to keep the dental equipment in your office working at its best.

DAILY *Beginning Of Day*

1. Replace developer and/or fixer replenishment bottles if necessary and turn on film processor.
2. Turn on office master water switch (if applicable).
3. Turn on vacuum and air compressor systems.
4. Turn on nitrous-oxide and oxygen cylinders (if applicable) and/or activate alarm panel.
5. Flush water through handpieces and syringe water lines. On self-contained water systems fill bottles and flush.
6. Check steam sterilizer water or Barnstead (Harvey) Vapo-sterile fluid levels and fill.
7. Fill ultrasonic cleaner with new solution.

DAILY *All Day*

1. Sterilize and lubricate handpieces, lube prophy angles, contra angles, and straight nose cones after each patient.
2. Disinfect operatory equipment after each patient.
3. Flush handpiece waterlines after each patient.
4. Check water level in self-contained water system bottles.
5. Sterilize autoclaveable syringe tips after each patient.

Ask for the maintenance instructions for your specific handpieces if needed.

**For Service Call
866.683.2572**

When placing a call for service please have the following information ready:

1. Office Name & Location
2. Contact Name

3. Name of Equipment & Reason for Service
4. Times Available for Service

DAILY *End Of Day*

1. Make sure back-up procedures for network are completed.
2. Turn off nitrous-oxide and oxygen cylinders (if applicable) and/or alarm panel.
3. Turn off vacuum and air compressor systems.
4. Turn off office master water switch
5. For delivery systems with self-contained water bottle systems, flush handpiece tubings, air/water syringes, ultrasonic scalers, and prophy jets with air to eliminate unnecessary bio-film build-up. Leave all systems dry overnight.
6. Drain ultrasonic cleaner and clean.
7. Turn off delivery systems, x-rays, sterilizers, ultrasonic scalers, prophy-jets.
8. Clean operatory HVE and saliva ejector tubings with vacuum line cleaners. Flush as required by manufacturer. Replace traps if necessary.
9. Disassemble, clean, and lubricate valves and o-rings on HVE's and saliva ejector valves.
10. Turn off film processor if used.

WEEKLY

1. Check and/or change trap(s) on vacuum system (if applicable).
2. Check and/or replace o-rings on handpiece couplers and gaskets on handpieces.

MONTHLY

1. Check or replace master water filter element (frequently found in utility or mechanical room).
 2. Check and/or clean, or replace plaster trap.
 3. Clean and lubricate lab handpiece.
 4. Clean model trimmer.
 5. Check rubber goods on analgesia systems for deterioration. Replace if cracked or torn.
 6. Check controls of emergency oxygen unit and rubber goods for deterioration.
 7. Check water bacteria with test kit (sink, delivery system water).
 8. Check and/or clean lab vacuum filter(s).
 9. Check output intensity of curing lights with light meter.
 10. Check and pull pressure relief valve on sterilizer (grab keyring on chain and pull).
 11. Perform sterilizer cleaning procedures (as per manufacturer).
 12. Clean panoramic/ceph cassettes and intensifying screen with intensifying screen cleaner.
 13. Perform film processor cleaning procedures (as per manufacturer).
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SEMI-ANNUALLY

1. Replace sterilizer door and cassette seals.
2. Air abrasion units – perform maintenance as per manufacturer’s recommendations.
3. Check and/or replace amalgam separator cartridge (if applicable).

ANNUALLY

1. Change oil (if applicable) and air intake filters on air compressor.
2. Change water filters on water bypass (if applicable).
3. Change air and water filters in delivery systems.
4. Check delivery system handpiece and vacuum tubing for cracks or stiffness.
5. Check intra-oral x-rays for drift in tubeheads and arms and all bushings and pins.
6. Replace amalgam separator cartridge.

Items Every Office Should Have

For Routine Self-Maintenance Tasks

- Handpiece lube and cleaner
- Air compressor oil and air intake filters
- Vacuum intake filters
- Vacuum line cleaner
- Vacuum trap screens and canisters
- X-ray film processor fixer, developer and cleaner
- Spare handpiece turbines, chucks, bur tools and cleaner
- Air/water syringe repair kits
- Spare lightbulbs
Handpiece, curing light, dental lights
- Basic tool set
Screwdrivers, allen wrench set, hammer
- Handpiece gaskets and o-ring kits
- Miscellaneous fittings, connectors, gaskets and o-rings
- Replacement amalgam recovery system cartridge

Repair & Maintenance Tips

- Save all equipment invoices for reference and warranty.
- Keep maintenance log (especially for handpiece and equipment picked up/sent for repair).
- Save copies of all service work orders.
- Save booklets, manuals, troubleshooting guides and the like for all equipment used in the office.



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Call For Service
866.683.2572

Installation & Repair Services



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- Atlanta Dental Customer

Our Handpiece Repair Service Offers:

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- Low Speed Handpiece Repairs
- Sonic Scaler Repairs
- Replace Fiber Optic Bundles
- Surgical Handpiece Repair
- A-Dec, KaVo, NSK, Star Certified

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Call Atlanta Dental for all of your service needs! 866.683.2572