

Christmas Close-Down Compliance Checklist

As your trusted compliance team, we know how important a safe, well-organised practice environment is especially during seasonal shutdowns.

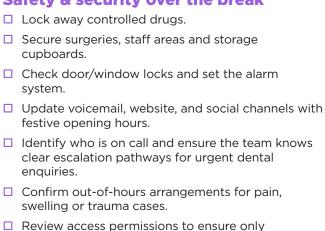
Before your team heads off for a well-deserved break, a few small, intentional actions can make a big impact in January. These steps help you walk into 2026 feeling calm, confident and in control.

	e this practical, easy-to-follow checklist to close the rongest footing possible.	practice safely and start the new year on the
Es	ssential infection control checks	Quick deep-clean tasks
	Run and log the last autoclave, ultrasonic and washer disinfector cycles.	 Reorganise stock using 'First In, First Out Principles'.
	Store cycle printouts or digital logs securely.	☐ Dispose of expired consumables and reorder for
	Clean, lubricate and safely store all handpieces.	January.
	Disinfect treatment areas thoroughly, including chairs, light handles, drawer fronts, keyboards and	Clean and sanitise staff areas.
		Empty the kitchen fridge.
	other high-touch surfaces.	 Deep clean hidden areas: skirting boards, suction housings, chair bases, cupboard handles. Your future self will thank you!
	Flush all dental unit water lines before shutdown.	
ш	Dispose of clinical waste appropriately and ensure bins are ready for collection.	
	Check that sharps bins are below the fill line and stored safely.	Before you lock the door: A moment of reflection
		Before you lock the doors, pause, and consider:
On evertional tasks hefere you close		☐ What worked well this year?
	perational tasks before you close Clear email inboxes and flag January action for follow-up.	☐ Where did we feel stretched or reactive?
		☐ Which processes saved time and which cost time?
	Check your emergency kit, AED battery, oxygen level, and drug expiry dates, reorder anything due to expire over the Christmas period.	☐ What could we simplify or standardise in 2026?
		Reflection is a powerful compliance tool. Small
П	Record your final fridge temperature logs.	insights now help build stronger systems, steadier workflows, and more confident teams in the year ahead. If you need support with audits, infection control, policies, or January planning, we're here to help before and after the Christmas break.
	Turn off and secure essential equipment - x-rays,	
_	compressors, suction units, CBCT machines.	
	Ensure your practice management system back up is running, Ensure locked areas (CD cabinet, records rooms) are secured according to policy.	
Sa	afety & security over the break	About Dentistry Compliance
	Lock away controlled drugs.	Keeping up with compliance can feel overwhelming, as though you're always playing catchup. For more than 15 years, our specialist team led by Pat
	Secure surgeries, staff areas and storage	

Keeping up with compliance can feel overwhelming, as though you're always playing catchup. For more than 15 years, our specialist team led by Pat Langley, has supported practices with every aspect of compliance. Dentistry Compliance brings this expertise together in one place: a smart, intuitive platform supported by a dedicated team that can provide fully managed compliance or guide you through due diligence during acquisitions, helping you stay inspection ready every day.



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authorised staff can enter the building during

the break.