

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.

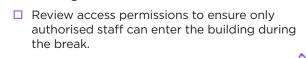
Use this practical, easy-to-follow checklist to close the practice safely and start the new year on the strongest footing possible.

ooting possible.	
Essential 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.
	nd Empty the kitchen fridge.
other high-touch surfaces. I Flush all dental unit water lines before shutdowr	 Deep clean hidden areas: skirting boards, suction housings, chair bases, cupboard handles.
Dispose of clinical waste appropriately and ensubins are ready for collection.	re Your future self will thank you!
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:
Operational tasks before you close	☐ What worked well this year?
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.	
	due Reflection is a powerful compliance tool. Small
Record your final fridge temperature logs.	insights now help build stronger systems, steadier workflows, and more confident teams in the year ahead.
Turn off and secure essential equipment - x-ray 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	hefore and after the Christmas break
Safety & security over the break	About Dentistry Compliance
Lock away controlled drugs.	Keeping up with compliance can feel overwhelming,
Secure surgeries, staff areas and storage	as though you're always playing catchup. For

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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☐ Confirm out-of-hours arrangements for pain,

☐ Check door/window locks and set the alarm

☐ Update voicemail, website, and social channels with

☐ Identify who is on call and ensure the team knows

clear escalation pathways for urgent dental

cupboards.

festive opening hours.

swelling or trauma cases.

system.

enquiries.