

# 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.

## Essential infection control checks

- ☐ Run and log the last autoclave, ultrasonic and washer disinfectant cycles.
- ☐ Store cycle printouts or digital logs securely.
- ☐ Clean, lubricate and safely store all handpieces.
- ☐ Disinfect treatment areas thoroughly, including chairs, light handles, drawer fronts, keyboards and other high-touch surfaces.
- ☐ Flush all dental unit water lines before shutdown.
- ☐ Dispose of clinical waste appropriately and ensure bins are ready for collection.
- ☐ Check that sharps bins are below the fill line and stored safely.

## Operational tasks before you close

- ☐ Clear email inboxes and flag January action for follow-up.
- ☐ Check your emergency kit, AED battery, oxygen level, and drug expiry dates, reorder anything due to expire over the Christmas period.
- ☐ Record your final fridge temperature logs.
- ☐ 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.

## Safety & security over the break

- ☐ Lock away controlled drugs.
- ☐ Secure surgeries, staff areas and storage cupboards.
- ☐ Check door/window locks and set the alarm system.
- ☐ Update voicemail, website, and social channels with festive opening hours.
- ☐ Identify who is on call and ensure the team knows clear escalation pathways for urgent dental enquiries.
- ☐ Confirm out-of-hours arrangements for pain, swelling or trauma cases.
- ☐ Review access permissions to ensure only authorised staff can enter the building during the break.

## Quick deep-clean tasks

- ☐ Reorganise stock using 'First In, First Out Principles'.
- ☐ Dispose of expired consumables and reorder for January.
- ☐ Clean and sanitise staff areas.
- ☐ Empty the kitchen fridge.
- ☐ Deep clean hidden areas: skirting boards, suction housings, chair bases, cupboard handles.

## Your future self will thank you!

Before you lock the door: A moment of reflection

Before you lock the doors, pause, and consider:

- ☐ What worked well this year?
- ☐ Where did we feel stretched or reactive?
- ☐ Which processes saved time and which cost time?
- ☐ What could we simplify or standardise in 2026?

Reflection is a powerful compliance tool. Small 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.

## About Dentistry Compliance

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.

[dentistry.co.uk/compliance/](https://dentistry.co.uk/compliance/)  
01923 964 778  
[compliancesupport@fmc.co.uk](mailto:compliancesupport@fmc.co.uk)

