Receiving Bench Duties Checklist **Month:** **Year:**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Daily Duties																															
Micro and TB startup																															
Process positive BC and read gram																															
Process micro samples																															
Gram stain slides																															
Process PCR samples																															
Process Trichomonas																															
Check **NOT COLLECTED**																															
Check **NOT RECEIVED**																															
Check **NOT PLATED**																															
Check **NML Referred**																															
Assist reading gram stains/BV screens																															
Disinfect bench																															
Weekly Duties (Mondays, Tuesdays and Wednesdays)																															
Send out HPV samples																															
Check problem bucket																															
Swap out THIO in eye kit																															
Rinse gram stain bottles																															
Refill gram stain bottles																															