



Guidelines for Properly Shutting Down Your Dental Office.

If you are planning on shutting down your office for more than a few days, you will need to make sure you properly maintain your equipment investment. Locking your doors and turning of your mechanical room does not ensure your equipment will be in good condition when you return. Your Dental Fix Service Team is here to help and make sure your equipment is operable when you come back and open your office.

Below are the guidelines we recommend, and your Dental Fix Technician can properly perform these functions for your office if needed. To schedule a technician, please call **1-800-586-0340**.

Operatory

1. Remove dental water bottle, empty, and replace water bottle. Run the system to purge all water from unit lines then remove the water bottle to air dry.
2. Operatory Chairs—leave in upright most position as high as they will go.

Mechanical Room

1. Air Compressor: Power down and release all air and drain tanks where applicable.
2. Replace amalgam separators due to prophy paste hardening.
3. Power down dry vacuum (brand specific notes below)
 - a. Air Techniques Mojave: Leave electrical breakers connected to MCC control board to prevent serious errors.
 - b. Midmark Power Vac: If you are cutting main power to your vacuum, you will need to add WD-40 to the pump drive piston to prevent potential lockup. If you are leaving power on to your vacuum, please be aware the newest generation system will automatically turn on every few hours to prevent potential motor lockup.
 - c. Ramvac: Remove the air filter to release pressure. Hydro lock can occur from oil drip, which is normal. The vacuum motor overload may trip on startup, which you can disconnect/reconnect voltage to system to typical restart the unit.
 - d. Clean out vacuum system tanks as debris that can dries from not using can clog your vacuum drain system.

4. Wet vacuum: Clean vacuum canister, flush the lines, and turn off water supply before disconnecting the power.
5. Bleed all airlines in your operatories, sterilization, and lab.

Instrument Processing

1. Flash autoclaves: Empty all water collection canisters, clean cassettes from sterilizers, and let air dry.
2. Chamber Autoclaves—Clean, drain the water, and let air dry. Do not refill with fresh water.
3. Ultrasonic cleaners: Drain, clean, and let air dry.
4. Drain all water distillers and let air dry.
5. Instrument Washers: Remove soap/salt solution and run cycle to remove any potential sitting water.
6. Water purification system: Shutoff water and purge any remaining water with air.
7. Handpieces/suction: Clean/lube all handpieces and clean /lube all HVE and SE attachments.

Lab

1. Plaster trap: Remove plaster trap and discard.
2. Model trimmers: Run your water for a period of 10 minutes with unit on to clean the wheel, flush all drain lines, and turn off the water.
3. Replace all dust collector filters in lab areas.
4. 3D printers: Remove all resin in the machine and clean any potential debris.
5. CAD/CAM Mills: Thoroughly clean any debris and drain all water out of your mill.

Computer Network

1. Computers: Confirm complete backup on removable hard drive and take to safe location offsite. Confirm a complete backup in a HIPAA compliant cloud. Properly power down all computers, servers, network switches, etc.