

Daily Planner

DATE _____

TEAM MEMBER OPENING DUTIES	ASSIGNED TO	INITIALS	MOD CHECKOUT
☐ Clock in		☐	☐
☐ Turn on: lights, music, computers, iPads		☐	☐

LASER ROOMS	ASSIGNED TO	INITIALS	MOD CHECKOUT
☐ Put laser handpiece, slider attachment and fibers back together		☐	☐
☐ Turn on lasers and Zimmer machine		☐	☐
☐ Calibrate lasers		☐	☐
☐ Rinse all gauges and dispose of bleach solution		☐	☐
☐ Refill the sanitization containers (Vikron)		☐	☐
☐ Ensure rooms are clean & stocked with supplies			

SKIN ROOM & INJECT ROOM	ASSIGNED TO	INITIALS	MOD CHECKOUT
☐ Fill pre-empt solution containers		☐	☐
☐ Complete daily clinic hygiene binder		☐	☐

FRONT DESK	ASSIGNED TO	INITIALS	MOD CHECKOUT
☐ Complete the cash register count: \$200 balanced		☐	☐
☐ Ensure both Ayden's are reset prior to opening		☐	☐
☐ Login to Zenoti on all computers & iPads		☐	☐
☐ Check & return voicemails		☐	☐
☐ Check Hello clinic email		☐	☐
☐ Complete confirmation calls for all unconfirmed clients for today		☐	☐

DAILY TEAM MEMBER DUTIES	ASSIGNED TO	INITIALS	MOD CHECKOUT
☐ Call & rebook cancellations & no shows (yesterday/ today)		☐	☐
☐ Fill next 3 days with Skin & Inject consultations		☐	☐
☐ Check voicemails (every 2 hours)		☐	☐
☐ Prepaid calls list & daily call tracker by team member		☐	☐
☐ Call custom online sales calls		☐	☐
☐ Empty garbage's when full/ take out		☐	☐
☐ Shut down any rooms/areas of clinic not being used for remainder of day (if applicable)		☐	☐
☐ Dust & restock shelves, displays and front desk		☐	☐
☐ Ensure collections report is balanced with Ayden (12pm, 3pm, 6pm & close)		☐	☐
☐ Ensure all treatment notes are written		☐	☐
☐ Ensure checkout meeting with MOD is completed		☐	☐

TEAM MEMBER CLOSING DUTIES

LASER ROOMS

	ASSIGNED TO	INITIALS	MOD CHECKOUT
☐ Complete daily hygiene binder requirements		☐	☐
☐ Turn off lasers		☐	☐
☐ Separate and wipe down handpieces, fibers & windows		☐	☐
☐ Turn off Zimmer		☐	☐
☐ Empty Zimmer water tray		☐	☐
☐ Empty sanitization containers - Vikron tablet in laser rooms		☐	☐
☐ Empty garbage's fully - front desk, laser room 1 & 2, inject room, skin room, bathroom, kitchen		☐	☐
☐ Put all gauges in bleach solution to stock overnight - leave in sink		☐	☐
☐ Wipe down all surfaces		☐	☐
☐ Vacuum & mop rooms		☐	☐

SKIN ROOM & INJECT ROOM

	ASSIGNED TO	INITIALS	MOD CHECKOUT
☐ Complete daily hygiene binder requirements		☐	☐
☐ Empty pre-empt solution containers in skin room		☐	☐
☐ Rinse micro tips		☐	☐
☐ Leave micro tips out to air dry		☐	☐
☐ Wipe down all surfaces		☐	☐
☐ Vacuum & mop rooms		☐	☐

FRONT DESK

	ASSIGNED TO	INITIALS	MOD CHECKOUT
☐ Ensure all treatment notes are written		☐	☐
☐ Vacuum & mop common areas		☐	☐
☐ Wipe down front desk		☐	☐
☐ Complete any remaining unconfirmed clients for next day		☐	☐
☐ Count cash register & balance to \$200		☐	☐
☐ Remove all cash over \$200 & store in designated secure spot		☐	☐
☐ Ensure closing report is balanced with Ayden & record collections on envelope		☐	☐
☐ Print Ayden report and reset - staple receipt to envelope		☐	☐
☐ Complete the close register report, making any adjustments needed (cash deposit, custom payments, Klarna payments, refunds noted) & send the closing picture - store in designated secure spot		☐	☐
☐ Insert all daily sheets inside appropriate binders/storage area		☐	☐
☐ Clock out - turn off lights, close office door and lock front doors		☐	☐