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KEY: ICONS>> Tip:  Safety:  Critical Step: 

Step 1	On 3 rd Shift, before the tech goes out to deliver the cartfill, they will stock the bottom of their cart full with 10 ml & 3 ml Flushes.
2	<p>As they are making their rounds with the cartfill, they will check each floors designated area of Flushes to make sure they are fully stocked. The Tower floors 7, 6 & 5, stock their flushes on the top shelf above the sink.</p> <p>4 South – In the drawer below the In/Out bin & the top shelf above the In/Out bins.</p> <p>4 North – The top 2 shelves above the In/Out bins.</p> <p>ICU – Bottom left shelf under the SPD supplies.</p> <p>CIU 1 – There are two drawers under the fridge that are marked accordingly.</p> <p>CIU 2 – There are 2 drawers under the computer next to the fridge that are marked accordingly.</p>
3	Each floor gets 4 boxes of 10 ml & 4 boxes of 3 ml Flushes. With the exception of ICU, they get 6 boxes of 10 ml & 4 boxes of 3 ml.
4	If a floor is below that quantity, ONLY leave them enough to bring them back up to PAR. Do not leave any extra.
5	During a time of short supply on Flushes, do your best to distribute them evenly throughout the floors.
6	This is to be done EVERY night while delivering the cartfill.