

New Office Checklist

✓ 1. Licensing & Compliance

- ☐ Register business name and entity (if new)
- ☐ Obtain RCDSO facility permit and practitioner licensing
- ☐ Confirm Public Health Unit approvals
- ☐ Comply with IPAC (Infection Prevention and Control) standards
- ☐ Set up liability and malpractice insurance
- ☐ Schedule radiation safety inspection (X-ray equipment)

✓ 2. Office Setup & Equipment

- ☐ Lease or purchase dental office space
- ☐ Complete renovations and operatory buildouts
- ☐ Order dental chairs, delivery units, suction, and lights
- ☐ Install sterilization center and equipment
- ☐ Set up digital X-ray machines and sensors
- ☐ Purchase computers, monitors, and server (if applicable)
- ☐ Install practice management software (e.g. Dentrix, Tracker, ABELDent)
- ☐ Order handpieces, instruments, and basic dental supplies

✓ 3. Utilities, Vendors & Services

- ☐ Set up utilities (hydro, water, gas, internet, phone)
- ☐ Secure biomedical waste disposal contract
- ☐ Choose suppliers for dental materials and PPE
- ☐ Set up lab partnerships (for crowns, dentures, etc.)
- ☐ Order uniforms or scrubs for staff
- ☐ Set up laundry or cleaning services
- ☐ Schedule Canada Post/mail forwarding

✓ 4. Staffing & Training

- ☐ Hire dentists, hygienists, assistants, and front desk staff
- ☐ Complete onboarding and HR documentation
- ☐ Train team on software, IPAC protocols, and emergency procedures
- ☐ Assign login credentials for all systems
- ☐ Review job descriptions, schedules, and responsibilities

✓ 5. Marketing & Branding

- ☐ Design and install external signage
- ☐ Create logo and branding assets
- ☐ Set up Google Business Profile and website
- ☐ Launch social media accounts
- ☐ Order business cards, brochures, referral pads
- ☐ Plan soft launch and grand opening event
- ☐ Announce opening to nearby businesses and community

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✓ 6. Administrative & Financial Setup

- ☐ Open business bank account and set up POS system
- ☐ Set up merchant services for debit/credit processing
- ☐ Register for HST/GST if applicable
- ☐ Choose accounting and payroll systems
- ☐ Confirm dental insurance billing procedures
- ☐ Prepare office policy and procedure manuals

✓ 7. Health & Safety

- ☐ Stock first aid kits and emergency oxygen
- ☐ Mount fire extinguishers and test alarms
- ☐ Schedule CPR/First Aid and WHMIS training for staff
- ☐ Ensure eyewash stations and spill kits are available
- ☐ Review patient emergency protocol