BIC Scanner Suite Checklist

Magnet Room:

- Patient Table: out or out and down
- 12 Ch RF Coil: Sanitized, placed on the bed and connected properly
- 32 Ch, birdcage (TMS), neck and back RF coils: Placed on shelf in designated areas (sanitize if you used any of them)
- Mirrors: Placed on shelf in designated area
- Padding: Sanitized and placed in designated drawer
- Siemens headphones: plugged in and coiled properly at foot of the bed
- Siemens squeeze ball: Plugged in and coiled properly at foot of the bed
- Button boxes: Loosely coiled and stored in designated drawers
- 32Ch coil ear buds: Hanging on the left side of the front of the bore
- Biopac respirator bladder: Hanging on the left side of the front of the bore
- Avotec eye tracker: Loosely coiled and stored properly in designated area
- EyeLink eye tracker: Wheeled to the side, against the wall
- Optical microphone: Loosely coiled and stored on velcro next to patient bed
- Nonin pulse oximeter: Loosely coiled and left hanging on left side of the bore
- TMS coil: Loosely coiled and stored on bottom shelf next to the wave guides
- Sanitation wipes: wipe down coils, pads, bed, armrests and headphones. Close container
- Vitamin E: Close container
- Blankets: Folded and placed on short shelves
- Leg rest: Placed on short shelves along with blankets
- Arm rests: Placed on short shelves along with blankets
- Disposable supplies: Clean up wrappers, clothes drawers, refills located in supply closet
- Litter: collect & discard
- Magnet room door: Close and seal
- Lights: Off

Operator Room:

- Avotec projector: Turned off
- Avotec eye tracker: Turned off
- Computer desktops: Nothing left on them (only in lab folders) and all programs closed
- Laptop connections (marked with orange tape): Visible and coiled on the equipment rack
- Email check: Log off email service or any other account on computers
- Stimulus and projector monitors: Set stimulus mac and pc to their default settings (1024x768 resolution, 60 Hz refresh rate) and turn off monitors
- Video switch: Left on
- Audio switch: Left on
- Optical microphone: Turned off
- Nonin pulse oximeter: Turned off
- Eyetracking PC: Set to default settings (1600x900 resolution) and turn off monitor
Biopac physio system: Turned off via the power strip
32Ch coil ear bud equipment: Turned off in proper order (3 -> 2 -> 1)
TTL switches all set to OFF position
VGA adapters: Check all 4 are still present, should also see 2 audio cables
EyeLink eye tracker: Properly shut down, power strip switched off
Eye tracking video switch: Turned off (located above the Siemens console)
Siemens pulse and respiratory sensors: Hanging and charging properly
Storage/Equipment room key: Left on shelf behind logbook
Logbook: Filled out completely
Data from scanner: Sent to HOROS and backed up; delete old data to keep below 50% full
Scanner software: Close patient
Last reservation of the day: Run User QA and shut down scanner
White boards: Erase using spray and paper towels
Litter: collect & discard
Unidentified personal & other items: place in “lost & found” box in store room
Barrier table between metal detector and wall in-place
Sliding sign: Turn sign to “Vacant” setting
Door locked securely

Storage Cupboard:

- Corridor: unobstructed
- Lab-assigned shelf: organized/tidy
- Lost & found box: located on the left, not blocking access
- Door: closed securely

Data Transfer Station:

- HOROS: Left running on the data transfer Mac
- iMac desktop: Delete all files on desktop (except Miguel’s BIC staff folder) and close down all programs except HOROS
- DVD burner: Turn off (switch in the back)
- Litter: collect & discard
- Lights: Off

Classroom/Testing Room:

- Sliding sign: Turn sign to “Vacant” setting
- Litter: collect & discard
- Door: Closed
- Lights: Off