

Dental Inventory Checklist

OPERATORY EQUIPMENT						
Item	Quantity on Hand	Unit Cost	Total Cost	Reorder Level	Last Order Date	Last Order Quantity
Dental Chairs						
Operating Units (including air-driven hand pieces)						
Amalgamators						
Handpieces (standard, high-speed, slow-speed)						
Autoclaves/ Sterilizers						
Compressors						
Cabinets						
Operating Lights						
Assistant Stools						
Operating Stools						
Oral Evacuator System						
Intra-Oral Camera						
X-Ray Equipment						
LABORATORY EQUIPMENT						
Item	Quantity on Hand	Unit Cost	Total Cost	Reorder Level	Last Order Date	Last Order Quantity
Model Trimmers						
Polishing Equipment						

Item	Quantity on Hand	Unit Cost	Total Cost	Reorder Level	Last Order Date	Last Order Quantity
Plaster Dispenser						
Vacuum Forming Machine						
Porcelain Oven						

RECEPTION AND OFFICE AREA

Item	Quantity on Hand	Unit Cost	Total Cost	Reorder Level	Last Order Date	Last Order Quantity
Desks						
Guest Chairs						
Computers & Software						
Telephone System						
File Cabinets						

DENTAL SUPPLIES

Item	Quantity on Hand	Unit Cost	Total Cost	Reorder Level	Last Order Date	Last Order Quantity
Gloves						
Masks						
Disinfectants						
Cotton Rolls						
Impression Materials						

SAFETY EQUIPMENT

Item	Quantity on Hand	Unit Cost	Total Cost	Reorder Level	Last Order Date	Last Order Quantity
Eye Protection						
Face Shields						
Sharps Containers						
Biohazard Bins						

ORTHODONTIC SUPPLIES						
Item	Quantity on Hand	Unit Cost	Total Cost	Reorder Level	Last Order Date	Last Order Quantity
Brackets						
Archwires						
Bands & Buccal Tubes						
Adhesives						
MISCELLANEOUS						
Item	Quantity on Hand	Unit Cost	Total Cost	Reorder Level	Last Order Date	Last Order Quantity
Office Supplies						
Cleaning Supplies						
Educational Materials						

NOTES

- **Category:** General grouping of items.
- **Item:** Specific name of the equipment or supply.
- **Quantity on Hand:** Number of items currently in stock.
- **Unit Cost:** Cost per individual unit/item.
- **Total Cost:** The total value of each item (Quantity on Hand multiplied by Unit Cost).
- **Reorder Level:** The quantity at which a new order should be placed to replenish stock.
- **Last Order Date:** The date the last order was placed for the item.
- **Last Order Quantity:** The quantity of the item ordered last time.