

Radiation Equipment Shift Checklist	Date	YES	NO
All radiation/X-ray signs in place and properly displayed?			
All curtains/flaps in place?			
Electrical cord has not been cut, frayed, or spliced?			
Log book and POST orders present?			
The machine is in its proper location and had not been moved or disturbed?			
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Retention Schedule: Once completed, this form shall be maintained for one (1) year in the Deputy Warden of Security's office. After one (1) year the form shall be stored in the Facility's File Retention Area for six (6) years for a total of seven (7) years retention.