

# Dental Office Design and Equipment Selection Checklist

Taking the first step toward a new office build or purchasing a new piece of equipment can be a rewarding experience when you partner with Patterson Dental. Use this checklist to help you ask and answer the critical questions that will lead to your project success.

## Operatories

- What role will technology play?
- How will operatory technologies influence activities in other areas of the dental office?
- What type of delivery system do you prefer: side, rear or over-the-patient?
- How can your operatory equipment enhance patient perception and their experience?
- In what ways do you envision using dental X-ray and intraoral systems to maximize the treatment process in the operatory?
- How will you integrate technology to enhance your operatory and treatment options?
- Do you plan to integrate patient education into your operatory?

## Utility Room

- Did you know that there are different sized vacuums and compressors for different numbers of users (hygienists and doctors)?
- What capacity does your dental practice require?
- Are you looking for additional benefits from a vacuum system? Wet and dry systems offer different opportunities, cost-savings and environmental benefits.
- Where will the room be located in the dental practice and what other things should be taken into consideration: sound, ventilation, etc.?
- What level of access does the staff require?

## Reception

- Paper or electronic patient charts?
- Open or private-style reception area?
- HIPAA compliant?
- Will you have a kiosk for patients to check themselves in?
- What first impression do you want to make?
- What items do you want in a patient hospitality area: beverages, entertainment, décor?
- Will you have a dedicated space for children/activities?
- How much seating do you need?
- What type of setting do you want: traditional, modern, clinical?

# Dental Office Design and Equipment Selection Checklist (cont.)

## Office and Consultation Rooms

- Will your office be a private workspace or will you share with others?
- Will you combine the office with the consultation area?
- What other activities will take place in the room(s)?
- What role will technology play in treatment planning and case presentation?

## Staff Area/Breakroom

- What amenities will you provide for your staff: refrigerator, lunch table, television, etc.?
- Will study clubs and other activities be hosted here?
- What goal do you have for this space?

## Extraoral Imaging Suite

- Where in the dental office will the suite be located?
- How much privacy do you want to offer patient and staff?
- Are you using a 2D or 3D cone beam extraoral imaging product today? If 2D, do you want to plan for 3D?
- Do you plan to use 3D digital imaging now or in the future?

## Lab

- Do you perform your own lab work in-house?
- How much space for a lab do you need?
- Would your practice benefit from a lab bench?
- Where in the dental office do you want your lab to be located: close to the operatories or out of sight from patients?

## Sterilization Center

- Is your sterilization center as efficient as possible?
- How can you maximize the sterilization process by implementing the latest equipment, such as cassettes and instrument washers/dryers?
- Will the sterilization center be visible to patients?
- Will the sterilization center improve patients' perception of your practice and fill them with confidence?
- Do you wish to use cassettes?
- Does your sterilization center appear outdated?

## Server/Non-Dental Technology Room

- How will you ensure your technology is housed in a secure area?
- What network considerations should be taken into account (e.g., wireless connectivity, concealed wire chassis)?
- What other technologies will be housed in this room: telephone, music system, security system, central patient education server?

