

Adult Vision Set Up Checklist

**Screening Area**

\_\_ Select the best screening location possible

 The screening area should:

 \_\_ be well-lit with even lighting and no glare

 \_\_ be as quiet as possible to eliminate distractions

 \_\_ have a 3-pronged outlet (Only needed if using the FDT machine)

 \_\_ be no smaller than 12 ft x 15 ft

 \_\_ have a small trash can

 \_\_ have a blank wall where the distance chart can be hung

 \_\_ have 2 tables

 \_\_ have 4-6 chairs

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**Registration Area: Station 1**

\_\_ Place registration forms and clip boards on the table (if available)

\_\_ Place pens on the table

**Distance Acuity Screening: Station 2**

\_\_ Tape the chart to a blank wall with the 20/40 line at approximate eye level

\_\_ Tape a strip of masking tape on the floor 10 ft from the chart

\_\_ Place pens, alcohol wipes and occluder paddles, to be used as occluders, on the table

**Near Acuity Screening: Station 3**

\_\_ Place two chairs on both sides of a table, facing each other

\_\_ Put the near chart, cheat sheet and alcohol swabs on the table

**Exit interview: Station 4/5**

\_\_ Place two chairs on both sides of the table

\_\_ Place stapler and “Adult Vision Screening Results” form on the table

\_\_ Place brochures on the exit interview table

*\*\*If you have any questions, contact the Prevent Blindness Wisconsin office: 414-765-0505\*\**