How to Use the Periodic QA Checklist Spreadsheets

These spreadsheets are an overhaul of King's master spreadsheet of QA tasks.

At the beginning of each year, put the contents of the Periodic QA Checklists directory in a year folder (e.g., 2022). Use the color legend in the spreadsheets to track the status of the annual, quarterly, monthly, and daily QA tasks. Replace any YYYY with the year. For leap years, add a row for Feb. 29 on the Daily sheet of the Monthly and Daily/02 (Feb.) spreadsheet. You may also want to delete weekend days from the Daily spreadsheets.