

## PREVENTIVE AND REPARATIVE EQUIPMENT MAINTENANCE

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**Purpose** To define the designation of responsibility for preventive and reparative maintenance of laboratory equipment.

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**General Information** Preventive maintenance of clinical laboratory equipment is performed at least bi-annually by the Regional Laboratory Instrumentation Department.

Reparative maintenance of clinical laboratory equipment is performed by the Regional Laboratory Instrumentation Department or, as appropriate, by outside service vendors.

Records of preventive and reparative maintenance performed by the Regional Laboratory Instrumentation Department or by outside service vendors are returned to the Clinical Laboratory to be incorporated with other such records.

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**Policy** The performance of laboratory equipment and instruments will be evaluated by laboratory personnel on a daily, weekly, monthly or bi-monthly basis, as appropriate for the type and nature of the equipment or as specified by the manufacturer.

Such performance evaluations will include, as appropriate, but not be limited to:

- Daily temperature and humidity checks;
  - Critical operating characteristics as defined in the preventive maintenance manual for each instrument;
  - Verification of the accuracy of manual volumetric equipment/pipettes.
  - Preventive maintenance and testing of alarm systems and to ensure that clinical alarms located in patient bathrooms are activated with appropriate settings and are sufficiently audible.
  - Preventive maintenance and testing of the plumbed eyewash to ensure there is clearance from obstructions, cap on nozzle head, adequate flow from both nozzles and for laboratories where there is no Thermostatic Mixing Valves (TMV's) or Water Tempering Valves, ensure water temperature is tepid between 15.6°C to 37.8°C (60°F to 100°F) by performing an annual temperature verification.
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## PREVENTIVE AND REPARATIVE EQUIPMENT MAINTENANCE, Continued

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**Policy** Records/certification of such evaluations will be maintained on each piece of equipment for its lifetime and will include:

- Date of inspection, validation or performance evaluation
- Pipette Calibration log and reports
- Significant actions taken in response to revealed deficiencies.

Preventive maintenance required more frequently than bi-annually will be performed by laboratory personnel on a daily, weekly, monthly or bi-monthly basis, as appropriate for the type and nature of the equipment.

Preventive maintenance will be performed in the manner and time frames prescribed by the manufacturer of each instrument.

A service call will be requested of the Regional Laboratory Instrumentation Department for any equipment found to be in need of repair.

Records of all preventive maintenance, including that performed by the Regional Laboratory Instrumentation Department or by outside service vendors, will be maintained in the Clinical Laboratory. Such records will include:

- Date of preventive maintenance;
- Type of maintenance; and
- Significant actions taken in response to revealed deficiencies.

Records of preventive and reparative maintenance will be retained for the life of each instrument.

Laboratory Managers will be responsible for assuring all daily checks and preventive maintenance and any corrective action as indicated are completed, reviewed, signed off, and dated on the Weekly Preventive Maintenance and Temperature Check Review Form.

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## **PREVENTIVE AND REPARATIVE EQUIPMENT MAINTENANCE, Continued**

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**Distribution**      Regional Laboratory Instrumentation Department

See also “Quality Control Program”.

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**References**      <http://www.eyewashdirect.com/ANSI-Eyewash-Z358-Eyewash-Standard-Guides/31.htm>; Downloaded 11/25/2011.

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