Central Processing Spin Rotation Maintenance Checklist																															
Month		Yea	ır						Mai	nage	ger Review: (Signature and Date)																				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Dail	y Maintenance																														
	st Shift																														
	Complete RENDO and Clemmons Allergy Packing Lists																													Ī	
	Clean and restock work areas																														
	Clean centrifuges																														
	Record Spin refrigerator and freezer temperatures																														
	Check HCL, Boric Acid, and Acetic Acid expiration dates and volumes; Replace if needed																														
	Discard Extra Urine Culture tubes >72 hours old																														
	Discard Extra Blood tubes >24 hours old																														
\bot	Check autoclave buckets; change if full																														
	Weekly - Wednesday* Rotate Rejected Sample rack and Hold bin																					ļ									
	Weekly - Friday* Complete inventory																														
	Monthly - (last Friday of month) Perform expired supplies and reagents monthly audit																														
21	nd Shift																			<u> </u>	<u> </u>										<u> </u>
	Clean and restock work areas																														
	Clean centrifuges																														
T	Check HLA, Special Heme, Medical Genetics, & Allergy bins																														
	Check autoclave buckets; change if full																												1		
	Weekly- Monday* Clean and inspect centrifuge buckets, carriers, and rotors																														
	Weekly - <mark>Tuesday*</mark> Verify balance equilibrium																														
	Monthly - 20th day of month* Clean balance with canned air																														
31	rd Shift																			_								_			
	Clean and restock work areas																														
	Clean centrifuges																														
	Check HLA, Special Heme, Medical Genetics, PCR, & Allergy bins																														
	Check autoclave buckets; change if full																														
	Change extra rack																														
	Weekly - <mark>Monday*</mark> Perform Eyewash maintenance																														
	Weekly - Friday * Clean interior surfaces of biosafety cabinet																														
	Monthly - 20th day of month* Clean exterior surfaces of biosafety cabinet																														
	Monthly - 20th day of month* Clean interior compartments of biosafety cabinet																					Ī									

Corrective Action