Central Processing Tube Rotation Maintenance Checklist

Month | **Year** | **Manager Review:** (Signature and Date)

Daily Maintenance	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	31
1st Shift																															
Record RVP refrigerator temperature																															
Check Surg Path, Cyto, PCR, HLA, Special Heme, and Medical Genetics bins to ensure specimens are directed to the correct lab																															
Consolidate loose Surg Path, Cyto, and PCR samples into larger biohazard bags																															
Clean and restock work area																															
Weekly - **Friday*** Stock and check expiration dates of supplies in Tube Room (e.g. lab coats, gloves)																															
Weekly - **Friday *** Check inventory and expiration date of phlebotomy supplies																															
2nd Shift																															
Check Surg Path, Cyto, and PCR bins to ensure specimens are directed to the correct lab																															
Consolidate loose Surg Path, Cyto, and PCR samples into larger biohazard bags																															
Clean and restock work area																															
3rd Shift																															
Check Surg Path, Cyto and PCR bins to ensure specimens are directed to the correct lab																															
Consolidate loose Surg Path, Cyto, and PCR samples into larger biohazard bags																															
Clean and restock work area																															
At midnight, pull requisitions from folders																															
At midnight, pull specimen logs from window																															

* Recommended day of week. If workload does not permit, may be performed any day of the week.

Corrective Action