

Step	Action
Microbiology Daily Startup	
1	Record temperature of -80 freezer in the core laboratory storage room
2	Record temperature of specimen fridge
3	Remove QC plates from specimen fridge and place on microbiology bench
4	Empty swab rack for day into biohazard garbage and replace in the BSC
5	Empty the specimen bucked for day into biohazard garbage, replace garbage bag and return to fridge
6	Record temperature of media fridge
7	Perform BACTEC FX daily maintenance and complete maintenance record
8	Empty tray of gram stains into sharps container and wipe tray
9	Perform GeneXpert-IV daily maintenance and complete maintenance record
10	Perform Vitek 2 daily maintenance and complete maintenance record
11	Deliver Vitek 2 printouts to microbiology bench
12	Record temperature of O ₂ incubator
13	Record temperature and CO ₂ levels of the CO ₂ incubators
14	Discard LIM broths from previous week
15	Place gram stain QC slide on gram stain staining rack
16	Perform BSC daily maintenance in the main microbiology lab and complete maintenance record
17	Record temperature of hot plate
18	Record temperature of reagent fridge
19	Remove daily reagents from reagent fridge and place on microbiology bench
20	Record room temperature and room humidity for main microbiology lab
21	Change biohazard garbage as necessary and replace with new box

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