

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
8	Empty tray of gram stains into sharps container and wipe tray
9	Perform VITEK 2 daily maintenance
10	Deliver VITEK 2 printouts to microbiology bench
11	Record temperature of O ₂ incubator
12	Record temperature and CO ₂ levels of the CO ₂ incubators
13	Discard LIM broths from previous week
14	Place gram stain QC slide on gram stain staining rack
15	Perform BSC daily maintenance in the Microbiology Work Room
16	Record temperature of reagent fridge
17	Remove daily reagents from regent fridge and place on microbiology bench
18	Record room temperature and room humidity for the Microbiology Work Room
19	Record room temperature and room humidity for the TB Work Room
20	Record temperature of TB fridge
21	Perform GeneXpert daily maintenance
22	Perform BioFire daily maintenance
23	Perform BSC daily maintenance in the TB Work Room
24	Change biohazard garbage as necessary and replace with new boxes

NOTE: This is a controlled document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.