

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

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