

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

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