

**MAINTENANCE PROGRAM**

- St. Joseph Medical Center Tacoma, WA
- St. Clare Hospital Lakewood, WA
- St. Elizabeth Hospital Enumclaw, WA
- St. Francis Hospital Federal Way, WA
- St. Anthony Hospital Gig Harbor, WA
- PSC

**PURPOSE**

Maintenance will be performed as required on a regular basis or as needed based on performance of equipment or repairs. Performance of maintenance will be documented on the appropriate log by the performing tech. When applicable Quality control will be run as needed after performance of maintenance.

**RELATED DOCUMENTS**

Digital Timer Verification Instructions and Form                      R-F-EQ2011

**REVIEW**

- Records of maintenance will be reviewed periodically by the Laboratory Manager or designee. Instances where the maintenance was not done will be recorded as “not done” and QIM initiated.
- The omission will be brought to the attention of the responsible party and document on QIM for monitoring purposes.
- Overdue maintenance will be performed as soon as possible.

**DAILY DUTIES**

1. Clean and disinfect all counters on each shift. Department specific logs are in place to provide documentation of task being completed.
2. Perform shift, daily or monthly equipment maintenance as required on departmental equipment. (See Instrument Logs)

**WEEKLY DUTIES**

1. Perform Emergency Eyewash check - flush for the eye washing station for at least 3 minutes to rid of rust and or microorganisms that may be in the water line. Log on checklist to document performance.

**PERIODIC DUTIES**

1. Check microscopes on each day of use for damage. Clean as required with lens cleaner and lens paper. Clean the stages and the rest of the microscope with lens cleaner or alcohol. Document on corresponding log sheets.
2. Centrifuges:
  - Clean the lid, holders, and inside chamber of the centrifuges with disinfectant *as required*.
  - Brushes are replaced quarterly by Biomed, if applicable.
  - Mechanical problems are reported to Biomed and equipment is taken out of service (Red tag: Caution “Out of Service”) and report to supervisor.
  - Document mechanical problems on QIM.

3. Refrigerator Cleaning:
  - Perform as needed.
  - Use a hospital disinfectant on the interior surfaces.
  - Personnel should double-glove if indicated.
4. Non Frost free Freezers are defrosted at least bi-annually.

### **MONTHLY DUTIES**

1. Perform monthly duties on all equipment as required and document on log upon completion.

### **6-MONTH DUTIES**

1. Biological Safety Hood will be certified by an external company.

### **ANNUAL DUTIES**

1. Mechanical hematology timers are verified.
2. Digital timers are verified
3. RPM's on centrifuges and equipment are performed by Biomed. Any significant changes are reported to the Laboratory Manager to make sure appropriate follow up occurs. Records are kept in Biomed Department.
2. Digital balances will be checked with standard weights to verify accuracy. Acceptable range  $\pm 1\%$  reference weight.
3. Microscopes will be inspected and cleaned by an external company at least annually.
4. Pipette volume calibrations (for new or in-service pipettes) are performed by Biomed. Records are saved electronically on the network share drive.

**DOCUMENT APPROVAL Purpose of Document / Reason for Change:**

No significant change to process in above revision. Per CAP, this revision does not require further Medical Director approval.

<b>Committee Approval Date</b>	<input type="checkbox"/> Date: <input type="checkbox"/> N/A – revision of department-specific document which is used at only one facility	<b>Medical Director Approval (Electronic Signature)</b>	 8/30/13
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