**Purpose:** To describe the frequency of routine maintenance on HMC Transfusion Service Equipment

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| **Equipment** | **Frequency of Routine Maintenance** |
| **Daily** | **Weekly** | **Monthly** | **Quarterly** | **As Needed** | **Annually** |
| All Thermometers |  |  |  |  |  | NIST calibrationFLUKE II52 calibration |
| Heat Blocks | Temperature Check and Record |  |  |  | Readout calibration, Cleaning | Thermometer Calibration |
| Centrifuge (IStat) |  |  |  | Tachs and Times |  | Safety Check |
| Helmer Plasma Thawer | Temperature Check and Record | Clean chamber and baskets. | Verify LED temperature, External Temp and Record | Test High Alarms and Record | Lubricate moving parts and check cables for wear performed quarterly by Scientific Instruments |  |
| Serofuge (EBA 20 and EBA 21) | Clean housing |  |  | Tachs and Times | Remove Rotor head and lubricate. |  |
| Cell Washers(Ultra CW and Sorvall) | Saline volume dispense, check and record. Clean. | Flush Clean | Tube Inspection and Clean | Tachs and Times |  | Tubing Change |
| Refrigerators and Freezers | Temp Trak Review | Portable Refrigerators Only: Change chart recorder  | Storage Unit Temperature CorrelationBone Freezer Maintenance | HVAC maintenanceHi/Low Alarm Checks |  | Thermometer Calibration |
| **Equipment** | **Frequency of Routine Maintenance** |
| **Daily** | **Weekly** | **Monthly** | **Quarterly** | **As Needed** | **Annually** |
| Platelet IncubatorHelmer | Temp Trak Review  |  |  Storage Unit Temperature Correlation | Quarterly QC per SOP |  | Thermometer CalibrationInspection and Lubrication |
| TempTrak | Temperature and Alarm Review |  | Verify daily temps and equipment is within 99% parameters. | Perform alarm high and low checks | Change 2/3 Lithium Battery |  |
| TANGO | QC per MFG Recommendations | PM per MFG recommendations | PM per MFG recommendations | Technical Service per Contract | Technical Service | Technical Service per Contract |
| Temp Check | Record temperatures |  |  |  |  | Verify accuracy |
| All Equipment |  |  | Review of Logs and Records |  |  |  |
| Timers |  |  |  |  |  | Calibration: timers 2 years |
| Microscopes |  |  |  |  |  | HMC Clinical Engineering |

Reference: Equipment User Manuals