**Platelet Incubator Maintenance Form**

**Incubator No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Programmed Alarm Parameters**

|  |  |  |  |
| --- | --- | --- | --- |
| **Storage Equipment** | **Low Alarm Setting** | **High Alarm Setting** | **Delay in Agitation** |
| Platelet Incubator | 20.5°C | 23.5°C | 1 Minute |

*Monthly Audible and Temp Trak Alarm testing is recorded on the Monthly Storage Unit QC form.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Reason** | **Auto Alarm Test** | | **Agitator Motion Alarm Delay** | | | **Condensor Cleaning** | **OK? Y/N** | **Tech** | **Comments** |
| **High**  **Alarm** | **Low**  **Alarm** | **Stop Time** | **Time in alarm** | **Actual Delay** |
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**Additional Testing**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Reason** | **Open Door Alarm Test** | | **Power Failure Alarm** | **OK? Y/N** | **Tech** | **Comments** |
| **Alarm sounds?**  **Y/N** | **Time Delay** | **Alarm sounds?**  **Y/N** |
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**Calibration of iSeries Temperature Monitor and Temperature Controller**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **iCenter temp** | **Nist Temp** | **Calibration required?**  **Y/N** | **Temp**  **Controller** | **Nist Temp** | **Calibration**  **required?**  **Y/N** | **OK?Y/N** | **Tech** | **Comments** |
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**Annual Maintenance – performed by HMC Engineering**

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| --- | --- | --- | --- | --- |
| **Inspect motor bearings**  **Y/N** | **Inspect wheels**  **Y/N** | **Lubricate**  **Y/N** | **Tech** | **Date** |
|  |  |  |  |  |

Reason Codes:

Q = Quarterly, PC = Program Change, RTS = Return to Service

**Comment Code Key:**

RPR=Repeat LE=Late Entry CE=Corrected Entry CAL=Recalibrated RS=Referred to Supervisor

NC= Not corrected OTR=Explain EB=Explain on back of page

**Reviewed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**